Application guidance notes

Please return your completed form and supporting documentation to:

UK Registration, General Dental Council, 1 Colmore Square, Birmingham, B4 6AJ

UK dental schools provide the General Dental Council (GDC) with a list containing the names of individuals who are graduates or licentiates in dentistry.

When you have been registered you will receive the following documents:

- A certificate of registration.
- Standards booklet.
- An information leaflet including CPD and indemnity requirements.

Your period of registration lasts until 31 December of the year in which you registered. To keep your name on the register you will need to complete the annual renewal process which comprises making an indemnity declaration, making a continuing professional development statement and paying the annual retention fee (ARF) by 31 December.

It is a criminal offence for any person other than someone registered with the GDC to practise dentistry. If the Registrar is in any doubt about an application, they reserve the right to require an applicant to attend an interview in person at the Council’s offices.

Required documentation

Identity document

The GDC will only accept certified copies of a current passport or UK drivers licence, this should be supplied as a colour photocopy on A4 page size, not enlarged with the machine-readable zone (MRZ) clearly displayed. The copy must be certified by your character reference.
Passport photo

You must supply us with a recent passport sized photo that has been certified by your character referee on the back.

The requirement for individuals applying for registration or restoration with the GDC to submit a passport photo is aligned with UK Government requirements [gov.uk/photos-forpassports/photo-requirements](gov.uk/photos-forpassports/photo-requirements).

Your photo must be:
- in colour on plain white photographic paper
- taken against a plain cream or light grey background
- taken within the last month
- clear and in focus
- without any tears or creases
- unaltered by computer software.

The image of you – from the crown of your head to your chin – must be between 29mm and 34mm high (see example below).

Evidence of name change

If your name is not the same on all documents you provide, you must provide a certified copy of your marriage certificate, divorce certificate, or statutory declaration confirming your name change, and this must be signed by your character referee.

Working Abroad

If you have been working abroad as a dentist between graduation and application for your first registration with the GDC, you must provide an original certificate from the dental authority of the country in which you were last working as a dentist, which states that you are legally entitled to practise dentistry and that you have not been suspended, disqualified or prohibited from working as a dentist.

This document cannot be more than three months old at the time of your application. If your documents are not in English, they must be accompanied by certified translations made by a qualified translator. Please note that you will have to pay for the translation.
Publication of your personal details

The GDC’s register rules and regulations require us to keep a register of the names of everyone who is registered with us. The registers are public documents and are published on our website. The dentists and DCP registers contain the names and other information about a registrant that the GDC is legally obliged to make public.

Registered addresses are not public information. Please note that the GDC may choose to publish your full registered address in the future, therefore the GDC recommends that your registered address is either a business or a practice address. Using your business or practice address will assist, if necessary, with local resolution of complaints.

It is important to note that any formal notices issued by the GDC will be sent to your registered address, therefore you must have access to correspondence at this address.

Change of address

Please keep us informed if you change address. Failure to do so could lead to important communications and notices, including those relating to the annual fee, being missed, which could result in you being taken off the register. To tell us of a change of address, please log into eGDC, where you can make the update or download a change of address form from gdc-uk.org.

Keeping your name on the register

To keep your name on the register, you will need to complete the annual renewal process which comprises making an indemnity declaration, making a continuing professional development statement and paying the annual retention fee (ARF) by 31 December. You will receive notification from us when renewal is due.

We would strongly encourage you to set up a Direct Debit for future payments. If you do not pay the ARF you could be removed from the register. You can set up and monitor a Direct Debit instruction using your personal online account at eGDC-uk.org. New eGDC users will need to create an account with the ID Verification number they have been sent.

Continuing Professional Development (CPD)

You must undertake continuing professional development in five-yearly cycles. Further information will be sent to you with your certificate of registration and can be found at gdc-uk.org/educationcpd/cpd

Your character referee

Your character reference form must be completed by another registered professional such as a doctor, dentist or a lawyer who has known you for over 12 months. Your character referee cannot be a member of your family.

The GDC will only use the information provided by your character referee to assess fitness for registration. The person completing the character reference should include any information about your character or health which might raise a question about your suitability for registration.

The Registrar will decide whether or not the information is relevant and whether any further inquiries need to be made.
The self-declaration

This declaration should be completed and signed by you. Because dentists are exempt from the UK Rehabilitation of Offenders Act 1974, you must tell us about any previous or pending prosecutions or convictions, including those considered “spent” under this Act (other than a protected conviction or caution). Protected convictions and cautions are defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. We also need to know if you have been the subject of any professional proceedings in the past, or any are being contemplated, by a regulatory or licensing body in the UK or any other country. You will also need to advise the GDC of any future criminal proceedings/police investigations, convictions or cautions.

We will treat the information you provide in confidence. We will only use it to assess your fitness for registration now and in the future. We will only refuse registration based on this information if we are not satisfied about your fitness to practise and/or good character. If you make a false statement, we may refuse your application for registration and/or prosecute you and/or charge you with professional misconduct.

Health self-certification

Please read the GDC’s health self-certification guidance before completing the questions relating to your health within the self-declaration.

You must inform the GDC if you have any condition which might impair your fitness to practise. Having such a condition will not necessarily mean we will refuse registration.

If the Registrar is satisfied that you are correctly managing any relevant health condition, by taking steps which will avoid any risk to patients and will ensure you have the ability to perform your job safely, you will not be refused registration on health grounds.

The Registrar may refuse to register someone with a serious impairment (for example, substance abuse or serious mental illness) who cannot be trusted to self-regulate, although they can reapply if their condition improves.

You should tell us about any relevant condition on a separate sheet. While not a definitive list, examples of conditions we would expect to be informed of include:

- uncorrected visual impairment
- the presence of any infectious disease, blood-borne virus (tuberculosis, hepatitis B) or other transmissible disease
- prescribed medication which substantially impairs the immune response
- psychiatric disease or problems
- alcohol or drug related problems.

Indemnity

The Dentists Act 1984 includes a legal requirement for registrants to hold appropriate insurance or indemnity cover for practising as such; it is a condition of registration for all dental professionals to have insurance or indemnity cover.

We understand that those who are not/have not yet registered with the GDC will not yet have insurance or indemnity cover in place. The declaration on our application form is that you will have indemnity cover in place by the time you start to practise in the UK.
The only types of cover recognised by the GDC are:

- Dental defence organisation membership – either your own membership or cover provided by your employer’s membership
- Professional indemnity insurance held by you or your employer
- NHS/Crown indemnity.

Your insurance or indemnity cover must be appropriate to the areas of your practice. If you are relying on arrangements made by your employer, you must check the indemnity position with them. All registrants must know the details of their indemnity cover when they start practising and be able to provide these to the GDC if asked to do so.

The GDC may request further information regarding your insurance or indemnity cover during your application.

Making a false declaration to the GDC is a serious issue. If you declare that you have or will have appropriate indemnity in place and this is found to be false, there is a risk that you may be subject to fitness to practise proceedings or removed from the GDC register.

For more information on insurance or indemnity cover please see gdc-uk.org/registration/yourregistration/indemnity

Fees

You are required to pay the registration application fee when applying for registration. The registration application fee covers the direct costs of processing your application. The fee is collected via eGDC during the application process.

The registration fee is required for entry onto the Register. Payment is not requested until an application has been checked and meets all requirements for registration. The fee is payable online via eGDC (within 5 days). We accept all major credit cards, with the exception of American Express.

We endeavour to process complete applications for registration within 15 working days, however, this timeframe can increase during peak processing times. Delays can occur if the form is not completed correctly and/or if there are any disclosures which require further assessment and consideration.

Registered dentists need to complete the annual renewal process which comprises making an indemnity declaration, a continuing professional development statement and paying the annual retention fee (ARF) by 31 December to remain on the register. Setting up a Direct Debit will ensure that the annual payment is made on time. Direct Debit mandates are included in the online application.

Email

Please ensure that the email address provided is specific to you and is not a shared practice or group address.

Original documents

We strongly advise you to send certified photocopies with your application. Please do not send original documents with your application; if you do send original documents and need them to be returned, please note there is a £10 administration fee for this.