

## Application Guidance Notes

**Please ensure you have read and understood the following guidance before completing an application.**

Once complete, please send your application form, character and identity reference and supporting documents to:

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

If your application is successful, the GDC will:

- Contact you by email to make payment of your registration fee.
- Add your name to the GDC's online register.
- Issue a certificate of registration to your registered address.

Your period of registration lasts until 31 July of the year in which you are registered.

### **Documents you will need to support your application.**

Your character referee will need to see the original qualification certificate, identity document and passport photograph for them to certify the copies by countersigning and dating each one.

You should not send original supporting documents with your application. If you do send original documents and need them returned, there is a £10 administration fee for this. You will be required to access [eGDC-uk.org](https://www.gdc-uk.org) and make the payment online. We accept all major credit cards, except American Express.

### **You will need a character referee.**

All applicants must provide a completed character and identity reference. The referee must not be a member of your family and must have known you for at least 12 months.

The person providing you with a character and identity reference must also sign/certify the photocopies of the documents that you are submitting with your application. We will use the information provided in this section to assess your fitness for registration and to confirm your identity.

A referee can sign the character and identity reference if they are the person responsible for supervision of the applicant's training; or another person of professional standing (in any country) such as a doctor, dentist, dental care professional, or lawyer.

They should include any information about your character which might raise a question about your suitability for registration.

The Registrar will decide whether the information is relevant and if any further enquiries need to be made.

The same character referee must also sign the back of the passport photograph. By doing so, they are certifying that the photograph is a true likeness of you.

**Provide evidence of your identity**

You will need to provide evidence of your identity, signed by your character referee:

- a colour photocopy of the page of valid passport that shows a photograph of you, your name, date of birth and the expiry date; or
- a colour photocopy of both sides of a valid photocard UK driving licence that shows a photograph of you, your name, date of birth and the expiry date.

If you are unable to provide colour photocopies of your passport or UK driving licence, you must provide a colour copy of your birth certificate, adoption certificate or certificate of naturalisation (from any country), signed by your character referee.

Your character referee must see the original documents before certifying photocopies.

**Guidelines for certifying photocopies of originals**

The person certifying the photocopies of your documents must be your character and identity referee. Your referee will need to see your original documents before they certify a photocopy, using a 'wet signature'. Photocopies must be copies of the original document.

A certified photocopy is one:

- on which the person certifying has confirmed in writing, in English, that they have inspected the original document and that the copy is a true copy
- where the person certifying is the person responsible for supervision of the applicant's training, or a professional such as a dentist, doctor, dental care professional or person entitled to practise law
- where the copy bears the name, address and signature of the person certifying it
- where the person certifying the document is not the applicant themselves, or a member of their family.

**Guidelines for translation of documents**

- Any document not in English must be accompanied by a certified translation. This includes translation of any stamps or statements written by the person certifying a photocopy of your document.
- A certified translation is an exact translation from the original language into English made by a qualified translator
- The translation must include the translator's signature, name and address.
- Please note: you will have to pay for the translation.

**Provide a passport sized colour photograph**

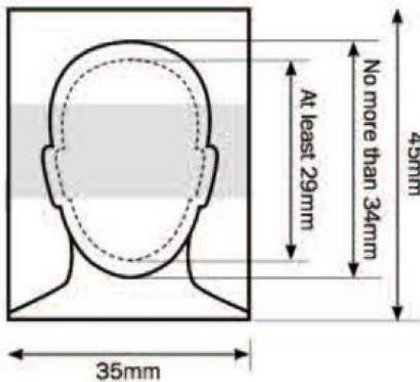
You must provide a recent passport sized photograph that your character referee has signed on the back. Your photograph must conform to the UK Government requirements: [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports).

Your photo must be professionally printed and 45 millimetres (mm) high by 35mm wide - the standard size used in photo booths in the UK.

Your photograph 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 supporting documentation you must provide a copy of your marriage certificate, divorce certificate, or statutory declaration confirming your name change, this must be signed by your character referee.

### Working outside the UK

If you have been working outside the UK as a dental professional before 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 dental professional, which states that you are legally entitled to practise and that you have not been suspended, disqualified or prohibited from working as a dental professional. This document cannot be more than three months old at the time of your application.

### Health self-certification

You must provide information about your health and further information about any relevant health conditions which may affect, or has affected the safety of patients, people you work with, or your ability to do your job safely.

Whilst not a definitive list, examples of conditions we would expect to know about are:

- 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 concerns
- alcohol or drug related concerns.

If the Registrar is satisfied that you are correctly managing any relevant health condition, by taking steps which will avoid any risk to patients or colleagues and those steps 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) where it is considered the applicant may have difficulty managing their condition, thus potentially affecting the safety of patients should they practise. Applicants may reapply should their condition improve. You must ensure you inform the GDC should the responses provided online change and any condition becomes present which may impair your fitness to practise, potentially affecting the safety of yourself, your patients or colleagues.

**Self-declaration**

As dental professionals are exempt from the provisions Rehabilitation of Offenders Act 1974, you must tell us about any previous convictions or cautions, including those considered 'spent', unless those spent convictions or cautions are considered 'protected' by virtue of the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). These amendments provide that when applying for certain jobs and activities, which includes to join the register of dentists or dental care professionals, certain convictions and cautions are considered 'protected'. This means that after a certain period of time has elapsed, individuals no longer need to be disclose 'protected' convictions or cautions to employers, and if they are disclosed, employers cannot take them into account.

Please note that not all convictions or cautions are automatically considered protected under the Rehabilitation of Offenders Act 1974 (as amended) once they are deemed 'spent'. Guidance about whether a conviction or caution is protected or should be disclosed can be found on the Ministry of Justice website:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/945449/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf)

Cautions and convictions for 'listed offences' must always be disclosed to us as they are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). 'Listed offences' include serious violent and sexual offences which are of specific relevance to the safeguarding of children and vulnerable adults.

Please note for the purposes of calculating protection periods in relation to disclosure for all applicants, the GDC follows the requirements that are set for England and Wales.

A conviction is protected if all bullet points apply:

- You were under 18 years at the time the caution was given;
- You were 18 years or over at the time the caution was given, it was given for an offence other than a listed offence and six or more years have passed since the date the caution was given.

A conviction is protected if all bullet points apply:

- it is not for a listed offence;
- you did not receive a custodial sentence;
- more than 11 years have passed since the date of conviction (or more than five years and six months have passed if you were under the age of 18 when convicted).

We also need to know if you have been the subject of any professional disciplinary proceedings in the past, or any are being contemplated against you, by a regulatory or licensing body in the UK or any other country. Such bodies include NHS England, NHS Scotland, NHS Wales and Health and Social Care Northern Ireland.

You will also need to advise the GDC of any pending prosecutions, or future criminal proceedings/investigations.

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

**Confirm that you will have insurance or indemnity cover in place before you practise**

You must confirm that you will have insurance or indemnity cover in place before you start to practise in the UK. This insurance or indemnity cover must be one of:

- 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.

For more information on insurance or indemnity cover please see [gdc-uk.org/professionals/standards/indemnity](https://gdc-uk.org/professionals/standards/indemnity)

**Fees**

The amount you must pay for registration depends on the date you are successfully registered with the GDC. Please refer to the GDC website [gdc-uk.org](https://gdc-uk.org) for information.

We will contact you by email if your application has been successful and when your application payment is due to complete the registration process. You will be required to access [eGDC-uk.org](https://eGDC-uk.org) and make the payment online. We accept all major credit cards, except American Express.

**Email**

Please ensure that the email address provided is specific to you and is not a shared practice or group address. We may send important communications to you at this email address.

**Application Status**

You will receive an email confirming the completion of the online element of the application process.

Should we not receive your completed application within 45 days, we may cancel your application and you may be requested to undertake the online application process again.

**Data Protection**

Under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (the DPA), the GDC processes personal data, like the information in your application, because the processing is necessary for the exercise of the GDC's statutory functions; and the processing is also in the substantial public interest.

Information about how the GDC will use and share the information you give us, the various rights you have in connection with any personal data about you that is held by the GDC, and how long we will keep your information for can be found in the privacy notice on our website [gdc-uk.org/privacy](https://gdc-uk.org/privacy).

**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 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. 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 and personal details**

Please keep us informed if you change registered address, personal details including your email address. Failure to do so could lead to important communications and notices, including those relating to the annual fee, CPD and indemnity not being received, which may result in you being taken off the register. To tell us of a change of address, please log into eGDC or download a change of address form from [gdc-uk.org](http://gdc-uk.org).

**Continuing Professional Development (CPD)**

Once registered with the GDC, registrants must undertake continuing professional development (CPD) in 5-yearly cycles. Further guidance information is available on the GDC website [gdc-uk.org](http://gdc-uk.org).

**Keeping your name on the register**

To keep your name on the register you are required to pay an Annual Retention Fee (ARF). You will receive notification from us when this payment is due to your registered address. The details of all fees can be found on our website at [gdc-uk.org](http://gdc-uk.org)

We would strongly encourage you to set up a Direct Debit for future payments. If you do not pay the ARF by the required deadline you could be removed from the GDC register and would be unable to practice as a Dental Professional in the UK. You can set up and monitor a Direct Debit instruction online through eGDC at [eGDC-uk.org](http://eGDC-uk.org).

**Responsibilities of the Registrar**

The Registrar is responsible for accepting your application to register with the GDC.

It is a criminal offence for any person other than someone registered with the General Dental Council to practise dentistry in the UK.

If the Registrar has any doubt about an application, they reserve the right to require you to attend an interview in person at the GDC.