

Application Guidance Notes

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

(Advice for applicants and those signing the Character and identity section)

Please note we cannot accept any documents or application forms by fax or email.

For up to 2 years from 1 January 2021 an individual's eligibility for having their healthcare qualification recognised under this process by a UK regulator does not depend upon their nationality or country of residence. Swiss nationals, as well as UK nationals established in Switzerland or who have Swiss qualifications (and family members of either who have EU enforceable rights) can apply for recognition in the UK under the 2007 Regulations (as in force before 1 January 2021 subject to modifications made by the 2019 Regulations) up until 1 January 2025.

Data Protection

Under the General Data Protection Regulation and Data Protection law, 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.

Publication of your personal details

The details that you enter in this section are your registered details. Your name and qualifications will appear in the Register which will be available to the public on the GDC website. All other details provided in this section will not be available to the public. Please note the GDC may choose to publish your full address in the future.

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.

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 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 our website gdc-uk.org.

Keeping your name on the register

In order 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 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 Dentist in the UK. You can set up and monitor a Direct Debit instruction online through eGDC at eGDC-uk.org. New eGDC users will need to create an account with the ID Verification number they have been sent.

Character reference

If you are applying for registration within one year of graduation, the character reference must be provided by the head of your dental training school or nominee. If you are applying for registration more than one year after graduation, the character reference can be provided by another professional such as a doctor, a dentist or a lawyer who has known you for over one year. The character reference cannot be provided by a member of the applicant's family.

The GDC will only use the information provided by the referee to assess fitness for registration. The person writing the character reference should include any information about the applicant's character or health which might raise a

question about the applicant's suitability for registration. The Registrar will decide whether or not the information is relevant and whether any further inquiries 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 image is a true likeness of you.

Health self-declaration

The health self-declaration provided online will be taken into account and assessed through the application process. Having a health condition will not necessarily mean we will refuse registration.

You should tell us about any relevant condition, 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, or
- 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 the GDC considers 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 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 and in the future and will only refuse registration on the basis of this information if we are 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 prosecute you and/or charge you with professional misconduct.

Indemnity

The Dentists Act.1984 includes a legal requirement for registrants to hold insurance or indemnity cover; 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; or
- 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 may be removed from the GDC register.

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

Evidence of English language (EEA non-Swiss applicants)

The Dentists Act 1984 requires the GDC to be satisfied that all applicants have the necessary knowledge of English prior to entry to our registers.

You must provide evidence of your language competence when you submit your application.

Please refer to “Evidence of English language competence: guidance for applicants” document, which can be found on the GDC website [gdc-uk.org](https://www.gdc-uk.org) for the types of evidence we are likely to accept.

You must provide recent, objective evidence that you can read, write and interact effectively in English with patients, relatives and other healthcare professionals in relation to your role as a dental professional. If we are satisfied about your knowledge of English from your initial application for registration, we will not request further evidence.

Dental professionals qualifying in a country where English is the first and native language will not routinely need to provide additional evidence about their knowledge of English. If the evidence provided does not meet our requirements applicants will be required to undertake a language proficiency test.

Evidence of English language (Swiss applicants only)

Evidence of English language The Dentists Act 1984 requires the GDC to be satisfied that all applicants have the necessary knowledge of English prior to entry to our registers.

If the GDC is satisfied about your knowledge of English from your initial application for registration we will not request further evidence or information.

If the GDC is not satisfied that you have produced sufficient evidence that you have the necessary knowledge of English we will recognise your qualification and request further evidence and/or information. Please refer to “Evidence of English language competence: guidance for applicants” document, which can be found on the GDC website [gdc-uk.org](https://www.gdc-uk.org) for types of evidence we are likely to accept as demonstrating that a dental professional has the necessary knowledge of English.

If this further evidence still does not satisfy us, we will direct you to undertake a test before we register you. The test that we will direct you to undertake is the International English Language Testing System (IELTS) exam. You must achieve the pass scores relevant to your profession.

Identity document

The GDC will only accept certified copies of a current passport or valid European National ID card which has an expiry date and confirms your nationality.

The identity document that you submit with your application should be a colour photocopy correctly certified. This document should be an A4 page size and not enlarged.

The image of your identity document should be clear with the certification statement not overlapping any part of the identity document.

If you are submitting a certified photocopy of your passport it is important that the machine readable zone (MRZ) is clear.

Only one type of identity document should be provided on a single page. If you are submitting two types of identity documents, these should appear on two separate pages.

Passport photo

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

The requirement for individuals applying for registration or restoration with the GDC to submit a passport photo is aligned with the UK Government requirements: gov.uk/photos-for-passports.*

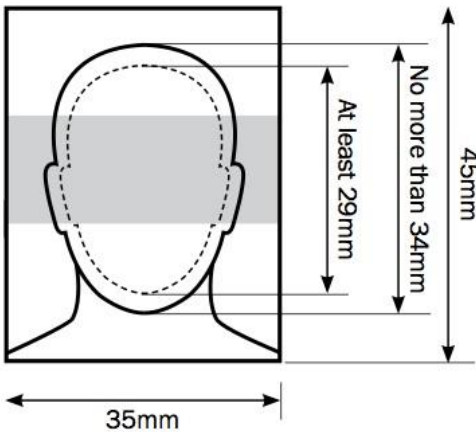
You must make sure that your passport photo meets these requirements otherwise there may be delays to your application.

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 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).



*Contains public sector information licensed under the Open Government Licence v3.0.

Other documents required

Please refer to the accompanying guidance information for additional specific documentation required to be submitted.

Important note: any amendments, corrections or alterations made on the application form or supporting documents must be countersigned. Do not use correction fluid on any part of the application. Applications with amendments which have not been countersigned or where correction fluid has been used may not be accepted and your application may be returned to you as a result.

Return of documents

An administration charge of £10 will be added to the registration fee if you wish us to return any documents you have submitted.

Continuing Professional Development (CPD)

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

Registration fees

The amount you must pay depends on the date you are successfully accepted to be registered with the GDC. Please refer to the GDC website gdc-uk.org for application fee 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 and make the payment online. We accept all major credit cards, except American Express.

General

When you have been registered you will receive a certificate of registration.

It is a criminal offence for anyone, other than a registered medical practitioner, to practise dentistry without being registered with the General Dental Council.

If the Registrar is in any doubt about an application for reasons other than failure to comply with the CPD requirements, they reserve the right to require you to attend an interview in person at the Council's offices.

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. You will be issued with a link to monitor the progress of your application or re-download your documents. To access this information you will need to provide details of your date of birth, last name and application reference code.

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.