

**Registration as a dentist with the General Dental Council, UK  
Advice for applicants who have completed the Overseas Registration Examination  
(ORE)**

**1. INTRODUCTION**

This advice sheet is aimed to assist your application for full registration. It is for the use of those dentists who have successfully completed and passed all parts of the Overseas Registration Examination (ORE) and have received notification of this from the GDC. In addition to this advice sheet please read the guidance notes found at the end of the application form.

**2. THE APPLICATION PROCESS**

**2.1. COMPLETE APPLICATIONS**

Applications and processing times are dependent upon receipt of a complete application. An application is considered complete when all of the required documents have been provided in accordance with the Council's standards. Any document having a 3 month time limit must be in date when the application is complete and the registration is being issued. These standards are outlined in the guidance below.

When all of the requirements have been met, please send your completed application in person or by post to the Registration Department (New Applications), General Dental Council, 37 Wimpole Street, London, W1G 8DQ, UK.

**2.2. THE FOLLOWING CHECKLIST MUST BE COMPLETE FOR APPLICATIONS TO BE PROCESSED:**

- a completed application form; and
- the fee.

If applicable, you may need to provide the following supporting evidence

- an original certificate of good standing;
- original or certified evidence of the applicants current passport;
- original or certified evidence of the primary dental qualification;
- translations;
- evidence of name change.

### **2.3. COMPLETED APPLICATION FORM**

All sections of the application form must be completed. The paragraphs below provide guidance on completing each section of the form. Further guidance notes are also attached to the application form.

#### **SECTION 1**

Declaration of your personal details. The details that you enter in this section are your registered details. Your name, registered address 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.

#### **SECTION 2: CHARACTER REFERENCE**

The Character Reference must be provided by another professional such as a dentist, lawyer, or doctor who has known you for over one year and who is not a member of your family. The character reference must be no more than three months old at the time the application for registration is completed. If expired, the application will not be processed and current documents requested.

#### **SECTION 3**

The Health and Character Self-Declaration must be completed and signed by the applicant. Please read guidance notes attached to the application form for further information.

### **2.4. THE FEE**

Please note that the amount you are required to pay is dependent on when your application is received by the Council and not when registration is issued. The relevant fees are shown on our website - [www.gdc-uk.org](http://www.gdc-uk.org).

There are four payment methods. The registration fee can be made by:

- debit or credit card (online payment only – see section 4 of the application form);
- a cheque drawn on a bank with a UK branch;
- a banker's draft, payable through a UK bank; or
- United Kingdom Postal Orders.

Once registered you must ensure that you make payment by the end of December of each year to remain registered in the following year.

### **2.5. CERTIFICATE OF GOOD STANDING**

The certificate of good standing must be issued by the competent dental authority in the country where you last worked as a dentist. The original certificate of good standing must be

current and less than three months old from the date of issue at the time the application is completed and registration is issued.

The Registration Department may request more evidence supporting your certificate of good standing depending on what has been submitted for the ORE. You should ensure that this certificate is current so that your application is not delayed.

If you currently hold a temporary registration direction and there has been no gap between the point when you held temporary registration and full registration, you will not need to provide a certificate of good standing.

## **2.6. PASSPORT AND PRIMARY DENTAL QUALIFICATION**

### **EVIDENCE OF NATIONALITY AND IDENTITY**

The Council will only accept the original or certified copies of the current passport.

### **PRIMARY DENTAL QUALIFICATION**

The Council will only accept the original or certified copies of the primary dental qualification. The Registration Department may request more evidence supporting your primary dental qualification depending on what has been submitted for the ORE.

### **CHANGE OF NAME**

Please note that your full name must correspond on all documents. If your name has changed or differs on any documents you must include documentary evidence (e.g. a certified copy of the marriage certificate).

## **2.7. TRANSLATIONS FOR ANY DOCUMENT NOT IN ENGLISH MUST FOLLOW THE GUIDELINES**

- ❑ The certified translation must be produced by a qualified translator; and
- ❑ The translation must be bonded to a photocopy of the specific document; and
- ❑ The translator must confirm in English writing that the translation is an exact translation of the copy attached; and
- ❑ The translator must provide their contact details.

The Council will not accept a translation of a translation (e.g. a Romanian diploma translated into Greek, then to English from Greek is not acceptable).

## **2.8. CERTIFIED COPIES MUST MEET ALL OF THE FOLLOWING CRITERIA**

- ❑ The document must be a first generation photocopy (i.e. a photocopy of the original document, not a photocopy of a photocopy or of a fax); and
- ❑ Where the person certifying is a Notary Public, Commissioner of Oaths, Justice of Peace or other entitled to practise law or is an authorised officer of an embassy or consulate (a mayor or police officer cannot certify documents); and
- ❑ Where the person certifying the copy must confirm in English writing that they have inspected the original document(s) and that the document they are certifying is a 'true copy of the original'; and
- ❑ Where the copy must bear the contact details of the person certifying, including the

name, signature and address; and

- Where the person certifying the documents is not the applicant themselves, or their spouse.

### **3. REGISTERED QUALIFICATION**

Your success in the ORE, the General Dental Council's statutory examination, represents your primary qualification for entry to the Dentists Register. As your primary qualification in the UK is the Statutory Examination, you may only use Statutory Examination, dentist, dental surgeon or dental practitioner and any registered additional qualifications after your name.

### **4. PROCESSING TIMES**

Please refer to the Council's website [www.gdc-uk.org](http://www.gdc-uk.org) for current processing times.

It is illegal to practise dentistry in the UK before a registration number is issued.

An Original Registration Certificate will be sent to your address upon successful inclusion to the Register. You may also search the online Registers on the Council's website [www.gdc-uk.org](http://www.gdc-uk.org). Your name, qualification(s), registered address and registration number will appear in the Register when you are registered.

Once registered you must have professional indemnity to practise in the UK.

### **5. CONTACT DETAILS**

If you are unclear about any matter, please telephone the GDC Registration Department on Tel: +44 (0) 20 7167 6100; Fax: +44 (0)20 7167 6100; Email: [Registration@gdc-uk.org](mailto:Registration@gdc-uk.org).

Please contact the Council in advance if you wish to make an appointment after your application is received by the Council.