

1. **Application Form** - an application form for registration must be completed in its entirety, signed and dated at the time of submission. All dates should be formatted as DD/MM/YYYY. The work history section of the application form must be completed in detail. If you are unable to fit all your work history into the space provided on the form please submit, a signed and dated, Curriculum Vitae with a full account of your work history from the time you graduated in dentistry to your current status.
2. **Registration Fee of €220.00** - this fee can be paid via our online payment system. Please see “payments and online fees” under the registration menu on our homepage or the “pay now” button on any of the registration pages of our website. Please ensure that you choose the correct payment under “Application fees” select “Dentist Application Fee” to avoid unnecessary refunds and **print a copy of your receipt** to attach to your application. We will also accept a personal cheque as an alternative method of payment.
3. **Copy of Degree Certificate** - you must submit a photocopy of your original official Degree Certificate. This is usually the Certificate that is presented to you upon conferring with your Degree. A provisional Degree Certificate or duplicate will not suffice.
4. **Compliance Letter** - you must submit an original Compliance Letter. This Letter is usually obtainable from the Competent Authority for the dental profession, in whose jurisdiction you qualified as a dentist. Please note that it must state the appropriate Article that is relevant to your qualification/experience EU in relation to the EU Qualifications Directive 2005/36/EC.
5. **Dental Council Statement** - You must list all the competent authorities/regulatory bodies that you have previously been registered with and are currently registered with. If your registration with another body is still current at the time you complete the statement please specify this in the section marked “Registered until”. A Competent Authority or Regulatory Body is a professional body that you are required to register with in order to practise your profession in a particular jurisdiction/location.
6. **Letters of Good Standing** - you must submit original Letters of Good Standing from any regulatory body/ Competent Authority that you have listed on your Dental Council Statement. All Letters of Good Standing have a 3 month life span. Please be sure your letters are in date when applying for registration.
7. **Identification** - a clear photocopy of your passport is required. Your photograph and signature must be visible.
8. **Translations** - Any documentation submitted, if in a language other than in English, should be translated into the English language and duly notarised. Both the original requested document and its original translation should be forwarded. Notarised translations must be an exact translation of the source material. They must always include a clause from the translator, together with the translator's seal affixed and must be certified by the translator's signature. A copy of the document that has been translated must be bound to its notarised translation by the translator, making it clear that he/she has made the translation from the specific document in question.