

# Auxiliary Dental Workers Application Checklist

For those applying for registration in the Register of  
Dental Hygienists, Dental Nurses, Clinical Dental Technicians or Orthodontic Therapists

This checklist should be seen as an aid to ensure you are providing the Dental Council with a complete application for registration. It is advisable that you read this checklist in its entirety before compiling your application as omitted information can lead to a delay in processing or may lead to your application being returned to you.

The Dental Council reserve the right to seek further information if required.

## 1. Application form

Your form must be completed in English and in its entirety. The application should be signed and dated at the time of submission.

If you are submitting work or registration history separately from your application form, please be sure to read the content guidelines in the relevant section of the application form. Each must be signed and dated before submission.

## 2. Identification

Please provide a clear photocopy of your passport. Your photograph and signature must be visible. If you are a citizen/national of more than one country, please provide a photocopy of each passport.

## 3. Language proficiency

The Dental Council are due to introduce language proficiency as part of the registration requirements. Introduction dates and further information will be publicised on our website once available.

## 4. Photocopy of qualification

Photocopy of your official certificate. The signature of the dean and the university stamp must be visible. This is usually the certificate that is presented to you at the conferring of your qualification.

## 5. Letters/Certificates of good standing or current professional status

Original letters of good standing must be submitted from all the competent authorities that you have listed in the "Registration history" section of your application form. Photocopies are not acceptable. All letters of good standing expire after 3 months and must be in date at the time of submission.

## 6. Translations

If any of the documentation listed in points 4 and 5 above are in a language other than English, you must have them translated and duly notarised. Both the original requested document and its original translation should be forwarded.

Notarised translations are an exact translation of the source material. A photocopy of the document that has been translated must be attached to the official translation by the translator. The translator must stamp or affix a seal to each of the pages to clearly indicate that they have been bound by the translator. They must certify that the photocopied document attached to the translation is an exact copy of the document used to make his/her translation.

The document must always include a clause from the translator and their information.

Notarised translations must be intact upon submission or they will be returned to you.

## 7. Registration fee

The fee can be paid via the online payment system on our website [www.dentalcouncil.ie](http://www.dentalcouncil.ie). 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 the appropriate application fee for the register you are applying for to avoid unnecessary refunds. Please print a copy of your receipt to attach to your application.

We will also accept a personal cheque, attached to your application, as an alternative method of payment.