

This checklist should be seen as an aid to ensure you are providing the Dental Council with a complete application for restoration. 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 application 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.

3. Letters/Certificates of good standing

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.

4. Translations

If the documentation listed in point 3 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.

5. Restoration fee

The general restoration fee amount is the same cost as an application for registration. These fees can be found on the dental council website under "fees and online payments".

If you did not resign from the Register and have subsequently been erased or suspended for non-payment of your retention fee, please contact the office for the fee payable as you may be subject to backdated fees and/or high court costs.

The fee can be paid via the online payment system on our website 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" to avoid unnecessary refunds. If you are required to pay a special fee, due to erasure or suspension, please contact the office and the accounts department can make this fee available for you to pay online.

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.