Registration as a Northern Ireland qualified pharmacist

December 2017
Version 1.2

Send your completed application to:
EEA Applications
Customer Services Team
General Pharmaceutical Council
25 Canada Square
London
E14 5LQ

Contact us
Phone: 0203 713 8000
Email: info@pharmacyregulation.org
Introduction to this guidance

The registration guidance notes should provide you with all of the information you require to successfully complete the registration process. Please read this document carefully before contacting the General Pharmaceutical Council (GPhC) with any queries.

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A - Registration Dates

All entries to the register occur on either the 1st or the 15th of the month. You will be registered on the first available registration date after the receipt of your correctly completed application. If your application is not complete and correct, then we will not be able to guarantee your registration date.

B - Certified documents

Your supporting documents (with the exception of UK birth and marriage certificates) must be certified as a true copy by one of the following:

- Solicitor
- Notary

Please note that the GPhC will verify the registration of the legal professional that countersigns your documents with the relevant regulatory authority. Your application will be delayed if we experience any difficulty in verifying the person’s registration. You must ask your legal professional for their registration number (for instance an SRA number for a Solicitor). Without this number your application will be delayed. The certification must read:

“I certify that I have seen the original document and that this is a true copy”

- It must be signed, dated within the last 6 months and include their legal professional registration number (for example an SRA number for a Solicitor). We will not accept documents certified by anybody apart from those legal professions listed above
- The legal professional should write their name in block capitals as well as sign the document
- We do not provide details of legal professionals to approach to certify your documents
- You should independently check the registration of the person certifying your documents with the relevant regulatory authority
The GPhC will not accept certified documents that are dated more than six months prior to the date that we receive the application.

Why must your documents be certified?
We request that the copies of the applicant's identity and qualification documents are certified so that we can verify the authenticity of the documents. As the independent regulator of Pharmacists, the GPhC has the responsibility to confirm the identity of its registrants.

What documents must be certified?
- Qualification certificate – MPharm
- Proof of identity documents—refer to section D for a list of acceptable identity documents.
- Your birth certificate if you were born outside of the UK
- Marriage certificate if you were married outside the UK

C - Completing the application form
The following guidance explains the requirements for each section of the attached application form.

Section 1 - Personal details
It is essential that your personal contact details are kept up to date, so that the GPhC can contact you about your registration.

Names
Your name on this form should be identical to the name on your degree certificate, birth certificate and proof of identity document(s) - word for word, letter for letter.
If your name is not identical (word for word, letter for letter) on your application form and all of your accompanying documents, you must provide supporting documentation to verify any discrepancies. Examples of supporting documentation include:
- Statutory declaration (a copy can be found at the end of the application)
- An original copy of your marriage certificate or certificate of civil partnership (please note this will not be returned)
- Deed poll certificate (please note this will not be returned)

Date of Birth
Your date of birth must match all of your accompanying documents.

Home address
We ask you to give us your home address. The address is not available for public view on the register, but it is required for correspondence sent by the GPhC. Once you are registered you can change your address by logging on to my GPhC or by email.

Section 2 - Details of degree
You should enter the details of your qualification (MPharm) in this section. You will need to confirm the date you started and the year you were awarded the qualification.
Section 3- Registration with other bodies
If you have been registered with the PSNI or another UK health regulatory body or a health regulatory body outside of Great Britain you will need to provide details of your registration and a valid letter of good standing. You should enter the details of your professional body membership in this section.

Section 4- Fitness to Practise
We have a responsibility to check the health and character of everyone that applies to join registered. We do this to ensure that applicants will be able to practise their profession safely and effectively.
When we make a decision about whether or not an applicant is of good character, we look to see if there is evidence of past actions that might affect the public's confidence in the Pharmacist profession.
When we refer to the health of an applicant we wish to be informed of conditions that may affect an applicant's fitness to practise. If you are unwell and have a medical condition that you are managing and it does not affect your ability to practise, you do not need to inform the GPhC. We do not consider a disability to be a health condition. You will only need to declare a disability if it has an impact on your ability to practise.
If you have answered yes to any of the questions in section 4 of the application form, please complete a something to declare form and provide supporting evidence to demonstrate your suitability to register.
Please see our website for further details.

Section 5- Declaration by applicant
The GPhC will only be able to process your application if you have signed and dated your application. It is important that you have a full understanding of the declaration before you sign it. It is a criminal offence to make a fraudulent declaration to gain entry to the register.

Section 6- Photograph certification
You should submit a passport photograph which has been certified on the back and attached to Section 7 of the form.
• Your photograph must be certified, signed and dated by a professional person, or a person of standing in the community. Examples include a pharmacist, a university lecturer, a registered solicitor or a licensed Medical Practitioner. The person providing the countersignature must not be related to you by birth or marriage. Neither should they be in a personal relationship with you nor live at your address.
• The signatory must have known you for at least two years
• The certification on the back of the photograph should read:
  “I certify that this is a true likeness of [Mr/Mrs/Miss/Ms or other title, followed by the applicant's full name]”
• The photograph must be signed and dated by the signatory under the certification
• The person certifying the photograph must also complete Section 7 of the application form
• The photograph must be stapled to the bottom right corner of Section 7 of the application form

Please note that the GPhC will not accept photo certification from those that are not deemed acceptable countersignatures. Receipt of unacceptable certification will delay the progression of your application.
Section 7 - Equality and Monitoring
In this section an applicant may volunteer the following:

- Ethnic group
- Gender
- Whether or not you have a disability
- Religion

Section 8 - Payment form
In this section you will need to ensure that you complete the relevant parts of the payment form.
To register with the GPhC, a payment of £356 is required. Please note any changes to the registration fee will be publicised on our website and you will be charged the relevant fee.

D - Documents to be submitted

Birth certificate - Applicants born in England, Wales or Scotland
Due to Crown Copyright, The GPhC cannot accept copies of birth certificates which have been certified by solicitors or commissioners for oaths (anyone who certifies a birth or marriage certificate as a true copy is breaking the law). The General Registry Office is the only organisation that can issue duplicate certified copies of birth certificates; which are accepted by the GPhC.

You are required to contact the General Registers Office (or General Registers Office for Scotland if you were born in Scotland) and apply for a copy, or duplicate, of your birth certificate, and if required your marriage certificate. Please note that this copy will not be returned to you, and this is the reason we ask for a copy rather than the one given to you when you were born.

Birth Certificate – Applicants not born in England, Wales or Scotland
If you were born outside of Great Britain you must provide a certified copy of your birth certificate and this may be certified by a solicitor or notary. Please do not send the original. If your birth certificate is not in English please submit a certified copy of your birth certificate accompanied by a professional translation.

Please note that the date on which your birth was registered must not be later than one year after your actual birth. If your birth was registered after this time then you will need to complete part A of a statutory declaration and send this with your application.

You must arrange for a solicitor to complete Part A of a statutory declaration if:

- You do not have a copy of your birth certificate
- Your birth was not registered within in one year of your birth

If you are applying in a name that does not exactly match your name as it appears on your birth certificate then you must see a solicitor to complete part B of a statutory declaration unless you have other evidence noting this change e.g. a marriage certificate or deed poll certificate.

Certified copy of MPharm certificate
You must provide a certified true photocopy of your MPharm certificate. Please note, the name on your MPharm certificate must be identical to the name on your birth certificate, application form and proof of identity document(s) - word for word, letter for letter. If not, you will need to arrange for a solicitor to complete Part C of a statutory declaration. Please do not send the original.
**Proof of Identity**
You must send a certified true copy of your passport, showing the photo page and the expiry date of the passport. Your passport must be valid and the copy certified as a true copy by either a commissioner for oaths or a solicitor (in exactly the same manner as the degree certificate). **Please do not send the original.**

If you do not have a passport, the GPhC will accept alternative documentation (considered acceptable by the Registrar) as proof of your identity. Examples include:

- A certified true copy of your photocard driving licence (full or provisional) together with the paper counterpart licence with either:
  - A certified true copy of your National Insurance Card (UK) or
  - a certified true copy of your NHS Card (UK) or
  - a photographic id card (if you are a non-British EEA national)

These must all be in date and certified in exactly the same manner as detailed in section B.

The name on your identity document(s) must be identical to the name on your birth certificate, degree certificate and your application form - word for word, letter for letter. If this is not the case, then you will need to arrange for a solicitor to complete part C of a statutory declaration.

**Certified Marriage/Civil Partnership Certificate**
This will apply to you if you wish to be registered in your married or civil partnership name. You will need to contact the General Registers Office (or General Registers Office for Scotland if you were born in Scotland) and apply for a copy, or duplicate, of your marriage certificate. This document will not be returned to you and will be held on record by the GPhC. If you were married outside the UK please provide a certified copy of your marriage certificate so that you may be registered in your married name.

**Certificate of Current Professional Status [CCPS] from the PSNI & Letters of Good Standing [LGS]**
You are required to provide a CCPS from the PSNI and a LGS from any other regulatory body with which you are or have been registered with within 5 years prior to this application. You must ensure that the regulatory body sends the document directly to the GPhC.

**CCPS from PSNI**
You must arrange for the PSNI to issue a CCPS to the GPhC which confirms your compliance and good standing. **This must be sent direct from the PSNI to the GPhC.** The certificate must include:

- Name or title of your qualification
- Name of awarding institution
- That your qualification meets the training requirements of EU Directive 2005/36/EC
- Your Pre-registration training details

**E - Do I need to complete a Statutory Declaration?**
When submitting your registration documents, please bear in mind that the names on your birth certificate, degree certificate, proof of identity document(s) and application form must be identical in every way. That includes any middle names or initials you may have and any changes in spelling or order. If the names on these documents are not identical, you must see a solicitor and complete the relevant sections of a statutory declaration. Failure to do this will delay your registration.
If any of the following apply, you will need to arrange for a solicitor to complete a Statutory Declaration:

- You do not have a birth certificate
  COMPLETE DECLARATION ‘A’

- You want to register in a name other than that on your birth certificate/marriage certificate e.g. additional/dropped names or letters [The name you put on the statutory declaration should be identical to that which you put on your application form]
  COMPLETE DECLARATION ‘B’

- Names on your degree certificate or proof of identity document(s) are not identical in every way to those on your birth certificate and application form [All names must be identical: word for word, letter for letter and in the same order. Initials are not acceptable]
  COMPLETE DECLARATION ‘C’

- The registration date on the birth certificate is not within one year of the date of birth or is not shown
  COMPLETE DECLARATION ‘A’

**F - Joining the Register**

- The GPhC aims to process all applications for registration within 28 days of receipt
- Please note you will not be able to work as a pharmacist until your name appears on the Register and until you have been provided with a registration number
- You will not have access to your registration number until the date that you are due to register (as of 12.01 a.m. on that day). You can obtain your registration number from the GPhC website by doing a registrant search and entering your name
- Approximately 28 days after you have been registered, a letter will arrive confirming your registration. This will confirm the part of the Register in which you have been registered, your name as it appears on the Register, your registration number, the date of entry on the Register and the period that your entry is valid for.
- The GPhC does not issue registration certificates. Your registration number and name appearing on the online register is proof of your registration.

**G - What will delay my Registration?**

Your registration will be delayed if:

- You submit documents that are incomplete or incorrectly completed and they need to be returned to you for omissions/mistakes to be rectified
- You do not submit all of the required documents
- The information required is not on the documents submitted (e.g. no registration date on the birth certificate)
- Your documents have not been certified by an appropriate person, as specified in these guidelines (please see section B of this document for certification requirements)
- You send in documents separately
- You have a fitness to practise issue which needs to be assessed
- We cannot take payment using the payment details provided
End of guidance notes, the application form begins on the following page.
Application Form
Registration as a Northern Ireland qualified pharmacist

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Send your completed application to:
EEA Applications
Customer Services Team
General Pharmaceutical Council
25 Canada Square
London
E14 5LQ

Contact us
Phone: 0203 713 8000
Email: info@pharmacyregulation.org
1. Personal details

1.1 Title
- Mr
- Mrs
- Ms
- Miss
- Other (please specify)

1.2 Surname(s)

1.3 Forename(s)

1.4 Middle name(s)

This will be your registered name

1.5 Date of birth

1.6 Home Address
- Postcode
- Country

This will be your registered address

1.7 Nationality

1.8 Home phone  Work phone

1.9 Email address

By providing an email address, you consent to the Council serving any documents required by its various statutory rules on you at that email address

2. Details of degree

2.1 University / Higher Education Institute where MPharm completed:

2.2 Year Started:

2.3 Year Completed:
3. Registration with other bodies

3.1 Have you ever applied previously for registration with the Royal Pharmaceutical Society of Great Britain (RPSGB) or the General Pharmaceutical Council (GPhC), either as a pharmacy technician or as a pharmacist or undertaken preregistration training with the RPSGB or the GPhC?

Yes ☐ No ☐

If you have answered ‘yes’ please provide your application, registration or preregistration number:

3.2 Are you currently or have you ever been registered with the PSNI or any UK statutory health regulatory body (any member body of the Council for Healthcare Regulatory Excellence) or a health regulatory body outside Great Britain.

Yes ☐ No ☐

If you have answered ‘yes’ please give details and provide a letter of good standing
Name of body(ies) and Registration number(s):

4. Fitness to practise

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Schedule 4 of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and failure to disclose such convictions could result in disciplinary action by the Council.

4.1 Has a determination ever been made against you by a regulatory body in the United Kingdom responsible under any enactment for the regulation of a health or social care profession to the effect that your fitness to practise as a member of a profession regulated by that body is impaired, or a determination by a regulatory body elsewhere to the same effect?

Yes ☐ No ☐

4.2 Do you currently have any problems with your physical or mental health that may impair your ability to practise safely and effectively or which otherwise impairs your ability to carry out your duties in a safe and effective manner?

Yes ☐ No ☐
4.3 Have you previously been convicted or cautioned for a criminal offence in the British Islands or elsewhere (which, if committed in England, Scotland or Wales would constitute a criminal offence) or have you previously agreed to be bound over to keep the peace by a Magistrates' court in England or Wales?

Please note that Road Traffic offences in which the person committing the offence has been offered the option of paying a fixed penalty (e.g. certain speeding offences etc) will not be treated as a conviction for the purposes of registration and need not be declared.

Yes [ ] No [ ]

4.4 Have you previously agreed to pay a penalty under section 115A of the Social Security Administration Act 1992 (penalty as alternative to prosecution)?

Yes [ ] No [ ]

4.5 Have you previously accepted a conditional offer under section 302 of the Criminal Procedure (Scotland) Act 1995 (fixed penalty: conditional offer by procurator fiscal) or have you previously been subject to an order under section 246(2) or (3) of the Criminal Procedure (Scotland) Act 1995 discharging you absolutely (admonition and absolute discharge)?

Yes [ ] No [ ]

4.6 Have you previously been included by the Independent Safeguarding Authority (also known as the Independent Barring Board) barred list (in England, Wales or Northern Ireland) or the children's list or adult's list maintained by the Scottish Ministers?

Yes [ ] No [ ]

4.7 Are you currently, or have you ever been, under investigation by any regulatory body (other than the GPhC) or criminal enforcement authority (e.g. police or NHS Counter Fraud Service) in Britain or elsewhere?

Yes [ ] No [ ]

4.8 Are you currently, or have you ever been, the subject of Fitness to Practise proceedings from your academic institution or the subject of disciplinary proceedings during any training placement or employment that resulted in a sanction of suspension or dismissal in the British Islands or elsewhere?

Yes [ ] No [ ]

If you have answered yes to any of these questions please provide details on the Something to Declare form. A copy of this form is available on our website www.pharmacyregulation.org.
5. Declaration by applicant

I declare that

5.1 I am applying for registration in Part 1 of the Register and that, in accordance with Article 20(3) of the Pharmacy Order 2010, I intend to practise as a pharmacist in Great Britain, the Channel Islands or the Isle of Man.

5.2 The information that I have provided in this form and in any supporting documents is complete, true and accurate. I am also aware that I am under a duty to notify the Registrar of any changes to my name, home address or other contact details within one month starting on the day on which the change occurred.

5.3 I am not aware of any investigation by any enforcement or regulatory body, or proceedings brought by such a body that relates to my fitness to practise, or of any act or omission on my part that might render me liable to an allegation being referred to the Council that my fitness to practise is impaired.

5.4 I will adhere to the standards relating to conduct, ethics and performance and continuing professional development published by the General Pharmaceutical Council.

5.5 I have in place, or will have by the time I start to practise, appropriate cover under an indemnity arrangement that complies with Article 32 of the Pharmacy Order. Appropriate cover under an indemnity arrangement means cover against liabilities that may be incurred which is appropriate, having regard to the nature and extent of the risks associated with my scope of practice.

5.6 I am under a duty to notify the Registrar if there is any change in the circumstances relating to the fitness to practise declaration that I have made in Section 4 within 7 days starting on the day on which the event occurred.

I understand that

5.7 If I am found to have given false or misleading information in connection with my application for registration, this may be treated as misconduct, which may result in my removal from the Register.

Signature       Date

Data protection statement

The GPhC is a data controller registered with the Information Commissioner's Office. The GPhC makes use of personal data to support its work as the regulatory body for pharmacists, pharmacy technicians and retail pharmacy premises in Great Britain. We may process your personal data for purposes including updating the register, administering and maintaining registration, processing complaints and compiling statistics.

The GPhC will not share your personal data on a commercial basis with any third party. We may share your data with third parties to meet the GPhC's statutory aims, objectives, powers and responsibilities under the Pharmacy Order 2010, the rules made under the Order and other legislation. We may pass information to organisations with a legitimate interest including other regulatory and enforcement authorities, NHS trusts, employers and Department of Health. We may also share information with universities and research institutions for the purpose of research. We will publish pharmacists’ and pharmacy technicians’ fitness to practise records on our website as described in the Publication and Disclosure Policy.
6. Photograph certification

This section must be completed by the person who signs the back of the photograph.

Name of counter signatory

Address

Occupation

Phone number

Email address

By countersigning this application, you agree that the GPhC may contact you to verify the information that you have provided.

I declare that I have signed the photograph attached and that I have known (enter full name of applicant) for (enter number of years you have known the applicant) years and the information I have provided is correct.

Signature of counter signatory

Date (this should be the same date as written on the back of the photograph)
7. Equality monitoring

What is your ethnic group? *(Please tick one)*

White
- British
- Irish
- Other

Black or Black British
- Caribbean
- African
- Other

Mixed
- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed (please specify)

Asian or Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other ethnic group
- Other Asian (please specify)

If other please specify

What is your gender?

- Male
- Female
- Other

What is your religion?

- None
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other

If other please specify

Do you consider that you have a disability?

- Yes
- No

NOTE: YOU ARE NOT REGISTERED UNTIL YOU APPEAR ON THE REGISTER. IF YOU DO NOT APPEAR ON THE REGISTER YOU CANNOT WORK AS A PHARMACIST OR CALL YOURSELF A PHARMACIST IN THE UK.
8. Payment form to register as a Northern Ireland qualified pharmacist

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Please charge this card with the sum of: **£356.00**

(£106.00 Application fee + £250.00 First entry fee)

Please indicate whether you are paying by:

- [ ] Debit card
- [ ] Credit card

**Type of card** *(Please tick one)*

- [ ] MasterCard
- [ ] Visa

**Card Number** *(insert exact amount of digits in your card number only):*

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**Address of account holder**

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**Signature:**

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**Date:**

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9. Statutory declaration

You must complete whichever declaration(s) on the form is/are applicable for your situation. You must complete the BOX on the other side of this form.

DECLARATION A - Inability to provide a birth certificate
I (insert full name – this name must be identical to that on your Application for Recognition)

First name: 

Family name: 

Address: 
(insert home address)

Do solemnly and sincerely declare to the best of my knowledge and belief that I was given the name:

At my birth on ______ at ______
(insert date of birth) (insert name of town)

in ______
(insert name of country)

DECLARATION B – Using a name other than that on birth certificate
I (insert full name - identical to that given to you at birth)

First name: 

Family name: 

Address: 
(insert home address)

Do solemnly and sincerely declare that since (insert date):

Do solemnly and sincerely declare to the best of my knowledge and belief that I was given the name:

I have used and in the future will be known by the name of

(insert full name you are now using – this name must be identical to that on your Application for Recognition)
DECLARATION C – If name on any document differs from name on Application for Registration

I (Insert full name – this name must be identical to that on your Application for Recognition)

First name: 

Family name: 

Address: 
(insert home address)

Declare that all documents submitted with my Application for Recognition relate to me and that all versions of my name relate to one and the same person.

THIS BOX TO BE COMPLETED BY THE APPLICANT

I (Insert full name – this name must be identical to that on your Application for Recognition)

First name: 

Family name: 

Make the declaration(s) overleaf conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act, 1835.

Signature ___________________________ Date ______________________

Please turn overleaf for the solicitor declaration
### DECLARATION BY SOLICITOR  *(to be completed by the solicitor)*

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I confirm that I am authorised to administer this oath

Insert here solicitor's stamp here

Signature:  

Signature: