

Applying for recognition with a relevant EEA pharmacist qualification

Guidance on completing your application

January 2021

To practise as a pharmacist in Great Britain, you must satisfy us that you meet the criteria for registration, including being 'fit to practise'. This is to make sure that patients can have confidence that the individuals who appear on our register are qualified and meet all our standards. We carry out a recognition process to determine how the pharmacy qualifications and registrations in other countries meet our registration requirements.

Use this form to apply for recognition of your EEA pharmacist qualification, if you:

- have completed an appropriate pharmacy course which means that you are eligible to register as a pharmacist in the EEA country where you received your qualification, or
- are currently registered in the EEA country in which you qualified as a pharmacist

We will use the information you provide to determine your appropriate route to registration, and to give you information on how to register.

Please read this guidance carefully to help make sure that you provide all the information we need, in the correct format. You can find out more about what information we hold, how we look after it and how we use it in [our privacy policy on our main website](#).

We recommend that you start to collect the information you will need to provide well in advance of the date you want to submit your application, as it may take some time.

In this guidance

1. [The application process](#)
2. [The outcome of your application](#)
3. [The documents you must provide](#)
4. [Providing certified copies and translations](#)
5. [Direct documents required](#)
6. [Changes to your name \(statutory declarations\)](#)
7. [Knowledge of English language requirements](#)

1. The application process

To apply for recognition of your EEA pharmacist qualification, you will need to:

1. Read the guidance carefully and identify the information and supporting documents you will need to provide.
2. Contact pharmacy organisations to request that they supply documents directly to us. See section 5 to find out what you will need to request.
3. Complete the application form. You can fill in the form using a computer, or by hand. If you complete the form by hand, make sure you write clearly in block capitals. You will print the form out to sign it and submit it.
4. Pay the recognition application fee of **£109**. The fee covers the processing of your recognition application and is non-refundable, even if your application is not successful.
5. Send your completed application form, and supporting documents to us at:

EEA Applications
General Pharmaceutical Council
25 Canada Square
London
E14 5LQ

Post your application and supporting documents to us using a trackable post service (such as Royal Mail 'Signed For' in the UK). Use your tracking number to find out when your application has been delivered.

Once we receive your application, the applications team will assess the information you provide in your form to make sure it is complete. We will wait until we receive the information from other pharmacy organisations before we send you a request via WorldPay for the application fee. Once we receive your fee payment, we will complete the processing of your application. We aim to process your application within 28 days of receiving it, if it is complete and we have received your payment promptly.

If you cannot supply any of the required documents, you should provide a written explanation of why this is. If we accept your explanation, we will tell you how to proceed and what alternative documents we will consider.

We will let you know via email if your application is accepted or refused, or if we need you to provide more information. If you have any question about your application contact us at international@pharmacyregulation.org or on **0203 713 8000**.

Making a payment

We will request that you **pay the £109 application fee by credit or debit card**. You will receive an email from 'shopper@worldpay.com' containing instructions and a link to pay online. The payment link in the email will be valid for 28 days. If you need any additional time to pay the fee, please email us at registers@pharmacyregulation.org.

The email you will receive will look like this:

From: GPHC- PAY BY LINK <shopper@worldpay.com>
Sent: Tuesday, December 08, 2020 13:14
To: |
Subject: TEST. Payment Request from GPHC- PAY BY LINK

We are requesting payment on behalf of the General Pharmaceutical Council, in relation to the application you have submitted to them. If you have any queries about this payment request, please contact the GPhC using the details below.



Amount: 109.00 GBP
Order Description: Your name – EEA scrutiny fee
Order Reference: PBL- GPhC application number

[Please click here to make this payment.](#)

Pay now

Thank you.

Contact GENERAL PHARMACEUTICAL COUNCIL:

Email: registers@pharmacyregulation.org

Telephone: 02037138000

2. The outcome of your application

If your application for recognition is successful and we assess that your qualification entitles you to automatic recognition, we will email to let you know that you are eligible to apply to register with us. We will ask you for evidence of your English language skills, if you have not provided this already, as this is part of the criteria for registration. You will need to **pay the registration application fee of £106, and the registration fee of £257, which covers the first 12 months** of your registration.

Once we have received your completed registration application, evidence of your English language skills, and the application and registration fee payment, we will add your name to the register.

Your name will be shown on the online register. We will also send you a 'notice of entry' letter by email to confirm that you have been added to the register, but this may take longer.

Important: do not practise as a pharmacist until your name appears on the online register, or you have received your 'notice of entry' letter. Practising as a pharmacist or pharmacy technician while not on the register is breaking the law and you can be prosecuted.

If your application is unsuccessful, we will email to let you know. We will explain our decision and return your supporting documents to you.

3. Supporting documents you must provide directly to us

Important: Do not provide original versions of these documents as we cannot guarantee their safety and that we will be able to return them to you. See section 4 for information about how to get copies correctly certified.

a) A certified copy of your degree or diploma certificate

You must provide a certified copy of your diploma or degree certificate. If your certificate has not been issued by the time of your application for recognition, you must provide an original letter from your university confirming that you have been awarded the qualification and that your certificate has not yet been issued to you.

Important: we do not accept diploma supplements.

b) A certified copy of your proof of identity and nationality document(s)

Submit a correctly certified copy of either:

- the page of your current valid passport showing your photo and the expiry date
- your EEA identity card

c) A duplicate or certified copy of your birth certificate

If you were born in England, Wales, or Scotland you must submit a duplicate copy of your birth certificate, which you can request from the General Registers Office, or the General Registers Office for Scotland.

If you were NOT born in England, Wales, or Scotland you must submit a certified copy of your birth certificate. It must state your full legal name, date and place of birth and indicate that your birth was registered within 12 months of the date you were born. This is because birth certificates issued more than 12 months after a date of birth can't be relied on as an accurate record of the event on their own. See section 4 to find out how your documents should be certified.

If you are using a name other than the one on your birth certificate, if your birth certificate is not written in English, or if the registration date on your birth certificate is not within one year of your date of birth, see section 3(e) to find out what additional documents you need to provide.

d) A certified passport photo, attached to a completed photo certification form

Use the form at the end of this application. The photo you use must have been taken less than three months ago, must be countersigned and dated by a professional who has known you for at least two years.

The person certifying your photo should write on the back of it:

- i. 'I certify that this is a true likeness of [Mr/Mrs/Miss/Ms or other title, followed by your full name]'
- ii. Their signature.
- iii. The date.

They must also fill in the photograph certification form at the end of this guidance.

e) Other documents you may need to provide

- i) If you are using a name other than the one on your birth certificate**, you must submit an official document which confirms the change. For example, this could be a certified copy of your marriage or civil partnership certificate. If you do not have an official document, you will need to complete statutory declaration B – see section 7.
- ii) If your birth certificate is not written in English**, you must provide it and submit a professional translation. However, if your birth certificate has not been issued within 12 months of your date of birth, you do not need to provide it, or a translation. Instead, you will need to complete statutory declaration A.
- iii) If your name on your degree certificate or proof of identity documents is not identical** (word for word, letter for letter) to the one on your birth certificate, you must complete statutory declaration C to declare that all the documents you have provided relate to you.
- iv) If you have a licence to practice** from a regulatory authority in the EEA country in which you qualified, you should provide a certified copy (and translation if applicable) of that certificate.

4. Providing certified copies and translations of documents

The copies of your documents must be certified by a:

- solicitor (or the equivalent in your EEA country)
- notary

How should my supporting documents be certified?

Once you have shown them the original document, the legal professional certifying your documents should write on the copy of your supporting document:

- i. 'I certify that I have seen the original document and that this is a true copy'.
- ii. Their signature.
- iii. Their name in block capitals.
- iv. Their professional registration number.
- v. The date of certification.

Important: We may check the registration of the legal professional who certifies your documents with their regulatory authority. Make sure you are satisfied that they meet the criteria above, and that they include their registration number (for example, an SRA number for a solicitor), or their contact details if they don't have a registration number as part of their certification. Your application could be delayed if we have difficulty verifying their registration.

Providing translations of documents not written in English

If any of your evidence documents are not in English, they **must** be accompanied by a translation. The translation must be carried out by a professional translator (you can contact your embassy for a list of translators).

The translation **must** be a literal translation, not an interpretation of the original document. It must include the text from all certifications and ink stamps on the original document.

As well as providing the translation text, the translator must:

- sign and date the translation
- provide their name and business address
- certify that they are authorised to translate from the language into English
- certify that the translation produced is true and accurate

This information can be on the same page as the translation text, or be on a separate sheet attached to the translation.

5. Documents you must arrange to be sent to us directly

You will need to request the following documents to be sent to us directly, from the relevant pharmacy organisations in your EEA country. If we believe that the documents we receive have been supplied by you or any other person or organisation other than the one named on the documents, we will reject them and ask you to request new ones.

a) Evidence of registration and good standing

This must be an original document from your professional authority which confirms your registration and good standing with that authority. **This document must be sent direct to the GPhC by your professional authority.** The professional authority must confirm that you have not been the subject of any disciplinary proceedings and that there are no disciplinary proceedings pending against you.

If you are not registered with a professional authority, you must provide an original, up to date, clear police record and translation from the EEA country in which you qualified and live. **You can submit this with your application** – it does not need to be sent directly to us from the issuing organisation.

Your evidence of registration and good standing is valid for three months from the date it is issued. You must submit your application within this period. We recommend that you send your application as soon as possible after you have requested it.

If you are registered with more than one professional authority, or have worked in an additional country during the last five years, you must request or submit evidence of good standing from the relevant authority(ies).

b) Evidence that your qualification complies with the minimum training requirements

In order to comply with the provisions of the Pharmacy Order – Articles 21(1B) and 21(A), we require a document from the Competent Authority in your country of qualification which confirms that your qualification complies with the minimum training requirements set out in Article 44 of Directive 2005/36/EC.

The document must confirm that:

- you hold a qualification in pharmacy from an EEA country which is listed in Annex V, section 5.6.2 of Directive 2005/36/EC
- you started your qualification **after** the reference date specified against the EEA country in which your qualification was awarded
- your qualification complies with all the minimum training requirements described in Article 44 of Directive 2005/36/EC.

If your qualification does not meet these requirements, we will not be able to recognise it and you will need to consider the route to registration for applicants with other international pharmacist qualifications. If you are unsure about whether your qualification meets these requirements, we recommend that you contact the pharmacy organisation in the member state where you qualified to check this before submitting your application and requesting this document.

6. Making a statutory declaration

We need to be able to verify your identity and your qualifications to assess your application. A key way we do this is by confirming your identity using your birth certificate, and matching your name across all your supporting documents. This means that if:

- there are issues with your birth certificate (or you do not have one)
- your name is written differently on any of your supporting documents
- you do not have an official document confirming your change of name

you must complete and submit a statutory declaration form which is included at the end of this guidance. Your name must be written in full on all your supporting documents- initials are not acceptable.

Check the scenarios below to see if you need to complete and submit a statutory declaration. You may need to complete more than one declaration.

If you need to complete a statutory declaration, you must do this with a solicitor present. The solicitor must then fill in the final section of the form.

Complete **declaration A** if:

- you do not have a birth certificate
- your birth certificate is not written in English
- the registration date on your birth certificate is not within one year of your date of birth

Complete **declaration B** if:

- you have changed your name from the one on your birth certificate (by marriage for example) and you do not have an official document which confirms your change of name
- you want to register in a name other than that on your birth or marriage certificate (for example if you have added or dropped any names or letters, or if your names appear in a different order on your birth certificate)

Complete **declaration C** if:

- the name on your degree certificate is not identical to the one on your birth certificate (word for word, letter for letter)
- the name on your proof of identity document(s) is not identical to the one on your birth certificate (word for word, letter for letter)

7. Knowledge of English language requirements

We do not need to check your English language competence as part of your application for recognition. But we will need to check that you have sufficient English language competence to practise safely and effectively, if you apply to join the register. This requirement is set out in the Health Care and Associated Professions (Knowledge of English) Order 2015.

You may want to include evidence of your English competency with your recognition application, if you have it, in preparation for your registration application. Download the *Providing evidence of English language skills* guidance pack to find out what evidence to provide, if you chose to do so.

Applying for recognition of your EEA pharmacist qualification

Application form

1. Personal details

Tell us your personal details so that we can identify you and verify that you meet the criteria for recognition. We will use your email address and the phone number(s) you give to contact you about your application, if necessary.

1.1 Title Mr Mrs Ms Miss Other

1.2 Surname(s)

1.3 First name

1.4 Middle name(s)

1.5 Date of birth

1.6 Home address

1.7 Postcode

1.8 Country

1.9 Nationality

1.10 Email address

1.11 Contact phone

2. Qualification details

Give details of your initial pharmacy qualification which makes you eligible for registration in the EEA country where you completed it.

- a) Qualification title
- b) Name of university or other awarding body
- c) Country where the qualification was awarded
- d) Year started (YYYY)
- e) Year finished or awarded

3. Professional registration details

3.1 Are you currently registered with a professional authority in the country in which you qualified?

Yes

No

If yes, please give details:

Name of body

Registration number

I have requested a certificate of current professional status from this organisation to be sent to the GPhC

3.2 Have you been registered with any other professional authorities in the last five years?

Yes

No

If yes, please give details below. Continue on a separate sheet if necessary:

Name of body

Registration number

I have requested a certificate of current professional status from this organisation to be sent to the GPhC

3.3 Have you previously applied for registration with the RPSGB or GPhC?

Yes

No

If yes, please give the date of your application (MMYY):

4. Professional experience

4.1 Have you worked as a pharmacist since you completed the qualification in section 2?

Yes

No

If yes, please give details of each position below:

Employer's name and address	Type of work (hospital, industry or community)	Hours worked per week	From (MMYY)	Until (MMYY)

5. Application declaration

5.1 I declare that the information that I have provided in this application, including in my supporting documents, is complete, true and accurate and I understand that if I am found to have given false or misleading information in connection with this application, this may affect my ability to join the GPhC register

Signed

Date

--	--	--	--	--	--

Statutory declaration form

Complete all the declarations in this form that apply to you, as well as the 'Overall applicant declaration' section. You may need to complete more than one declaration.

You must complete the form in the presence of a solicitor, who must then fill in the 'Solicitor declaration' section.

Complete **declaration A** if:

- you do not have a birth certificate
- your birth certificate is not written in English
- the registration date on your birth certificate is not within one year of your date of birth

Complete **declaration B** if:

- you have changed your name from the one on your birth certificate (by marriage, for example)
- you want to register in a name other than that on your birth or marriage certificate (for example if you have added or dropped any names or letters, or if your names appear in a different order on your birth certificate)

Complete **declaration C** if:

- the name on your degree certificate is not identical to the one on your birth certificate (word for word, letter for letter)
- the name on your proof of identity document(s) is not identical to the one on your birth certificate (word for word, letter for letter)

Declaration A

I, _____
(write your name in full as you want it to appear on your registration)

of _____
(write your home address)

do solemnly and sincerely declare to the best of my knowledge and belief, that at my birth I was given the name _____

on ____/____/____ in _____
(insert your date of birth, DD/MM/YYYY) *(insert the town)*

and that I am unable to obtain a certified copy of my birth certificate, or that my birth certificate is not written in English.

Declaration B

I, _____
(write your name in full as it appears on your birth certificate)

of _____
(write your home address)

do solemnly and sincerely declare that since ____/____/____ I have used, and in future will be known by, the name of _____
(Insert the full name you are now using – this must be identical to that on your application for registration)

Declaration C

I, _____
(write your name in full as it is written on your birth certificate, or if you do not have one, as you have written it in declaration A)

of _____
(write your home address)

declare that all documents submitted with my application for registration including the copy of the qualification certificate relate to me. All versions of my name relate to one and the same person.

Overall applicant declaration

I, _____
(write your name in full as you want it to appear on your registration)

make the declaration(s) above conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1835.

Signed:

Date:

Solicitor declaration

Declared at _____
(insert the address of your premises)

On this _____ day of _____

before me _____
(insert name of solicitor)

Signed:

(Insert solicitor's stamp here)



Photograph certification form

To be completed by the person countersigning your photo

For guidance on who can countersign your photo, see the application guidance.

To the certifier:

By countersigning this application, you agree that the GPhC may contact you to verify the information that you have provided and that you are an acceptable countersigner. Please fill in your details below.

Staple your correctly certified photograph here.
Have you included the correct text on the back?

Name:

Occupation:

Phone:

Address:

Email:

I declare that I have certified and signed the photograph attached and that I have known

_____ *(write the applicant's full name)*

for _____ years and the information I have provided is correct.

Signed:

Date:

Application cover sheet

Include this checklist with your application

Name:

I am applying for recognition of my relevant EEA pharmacist qualification. **As well as my completed application form**, I am enclosing (make sure you have included everything in section a, and as many as you need to in sections b to d below):

a) Supporting documents

- a certified copy of my qualification certificate
- a certified copy of my passport or EEA identity card
- a certified or duplicate copy of my birth certificate, or a statutory declaration form with declaration A completed
- a certified passport photo, attached to a completed photo certification form

b) Other supporting documents

As I am using a name other than the one on my birth certificate, I have enclosed:

- a certified copy of an official document confirming the change, such as a certified copy of a marriage or civil partnership certificate, or a statutory declaration

As my birth certificate is not written in English, I have enclosed:

- a professional translation of it, as it was issued within 12 months of my birth

Or

- a statutory declaration form with declaration A completed, as my birth certificate was not issued within 12 months of my date of birth

As the name on my qualification certificate or proof of identity documents is not identical (word for word, letter for letter) to the one on my birth certificate, I have enclosed:

- a statutory declaration form with declaration C completed

As I have a licence to practice from a regulatory authority in the EEA country in which I qualified, I have enclosed:

- a certified copy (and translation if applicable) of that certificate

As I am not registered with a professional authority, I enclose:

- an original, up to date, clear police record (and translation if applicable) from the EEA country in which I qualified and live

d) Evidence of English language competency

As I have chosen to provide evidence of my English language competency, I have :

- requested an English Language test result original or duplicate to be sent directly to the GPhC

As I did not use my passport as identification when sitting the test, I have enclosed:

- a certified copy of the document I did use

Or

- enclosed evidence of my pharmacy qualification, that has been taught and examined in English, in a 'majority English speaking' country other than the UK, such as Ireland

Or

- enclosed a pharmacy employer reference form completed by my employer which sets out my knowledge of English

Send this form and your supporting documents to:

**EEA Applications
General Pharmaceutical Council
25 Canada Square
LONDON
E14 5LQ**