

Presenting in person outside of an Ahpra office

Introduction

Applicants who apply for registration from overseas, provide minimum proof of identity and are considered eligible for registration with the relevant National Board are required to present in person at an Ahpra office to have their identity verified before their registration is finalised. In addition, the Medical Board of Australia requires that international medical graduates present in person to an Ahpra office if they have not previously been registered as a medical practitioner with limited or provisional registration under the National Scheme¹ before their limited, provisional or specialist registration can be granted.



Instructions for applicants

If specified in your in-principle approval letter, complete the statutory declarations for Certificate/s of Good Standing (CoGS) and/or International Criminal History Check (ICHC). You must use Ahpra's [statutory declarations](#) relevant to the state or territory where you will be signing the statutory declaration.



The statutory declarations must be witnessed by an Authorised Officer as specified on each statutory declaration, but this does not have to be the same registered health practitioner at your intended place of employment.



Make a copy of your original identity document/s. To check what documents you must provide, please see your in-principle approval letter or Ahpra's [proof of identity requirements](#).



Take the original document/s and your copy/ies to a registered health practitioner at your intended place of employment.



You must ensure the registered health practitioner certifies your documents in line with the instructions in this document.

Interim measure during COVID-19 pandemic

As an interim measure to help boost the Australian healthcare workforce during the COVID-19 pandemic, applicants who hold current in-principle approval of registration and are in Australia are encouraged to present in person at their intended place of employment.

Applicants, who arrived in Australia before 27 March 2020, must have self-isolated for 14 days in the state or territory where they landed upon entering the country, as directed by the Australian Government, before presenting in person. During this time, they must have followed the government's community safety measures for self-isolation periods, including having no visitors or close contact with anyone else for 14 days. Applicants arriving in Australia from 27 March 2020 must be isolated in mandatory quarantine accommodation at government-designated facilities in the city for 14 days from arrival.

Copies of your identity documents must be certified by a registered health practitioner. The certified copies of your identity documents must then be submitted to Ahpra via email by either a registered health practitioner or other employee of your intended place of employment (e.g. administration officer, receptionist, manager, etc.).



Instructions for registered health practitioners

Check the copy provided to you is the same as the original document.



If the original document contains a photograph (e.g. passport, driver's licence), visually compare the face of the person presenting the documents against the photograph of the person in both documents to confirm that the person before you is the person pictured.



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¹ The National Registration and Accreditation Scheme (the National Scheme)



Instructions for registered health practitioners

On a single-page document, write or stamp, **'I have sighted the original document and certify this to be a true copy of the original'**.



On documents with more than one page, initial every page and write or stamp the following on the last page, **'I have sighted the original document and certify this to be a true copy of the original'**.

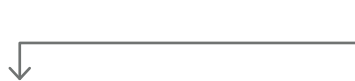


On documents with a photograph, write or stamp, **'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me'**.



You must also write or stamp on the copy:

- your signature
- your full name
- your occupation or profession (including your registration number)
- your stamp or seal (if relevant)
- your phone number, and
- the date.



Instructions for submitting certified copies of documents

Scan the certified copies of all proof of identity documents and any statutory declarations (if required).



Email scanned copies of identity documents and statutory declarations to nationalregistration@ahpra.gov.au. A Regulatory Officer will assess all documents received and notify the applicant when registration has been finalised or if any further information is required.