

## Registration Information for those applying for registration as a student

### 1. Who should complete this form?

**Students** who are enrolled in courses in Victoria leading to qualifications for general registration should complete this form.

### 2. What you must provide for your application to be considered

- completed application form
- evidence of enrolment in course of study
- one passport size coloured photograph endorsed with your usual signature
- evidence of identity e.g. passport, birth certificate, driver's licence
- any additional documentation in support of your application

All documents must be **originals or photocopies certified** as true copies by an authorized person. If the document is in a language other than English a translation by an authorized translator must be provided. Part of this application form is a statutory declaration. It must also be properly signed and witnessed (see below for list of those who can witness a statutory declaration).

### 3. Where to lodge your application

Post your application to: Dental Practice Board of Victoria, PO Box 7050 St Kilda Road VIC 8004 or deliver it to Level 13, 114 Albert Road, South Melbourne.

### 4. What happens once you've lodged your application

Your application will be assessed and if it is approved you will receive a Certificate of Registration. If the Board is proposing to refuse your application or impose conditions on your registration you will be notified and have the opportunity to make submissions to the Board about the proposal.

#### 4.1 Board's powers before deciding applications

In assessing an application for registration, the Board may investigate applicants or require them to:

- attend and answer questions relating to the application
- give the Board further information or any document that is reasonably required
- undergo a written, oral or practical examination
- undergo a health assessment.

The Board will decide on a case by case basis whether or not it needs to do any of the above before making a decision about the application.

### 5. Statutory declaration

The following persons can witness statutory declarations:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer;
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of the Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989
- a medical practitioner registered under the Health Professions Registration Act 2005
- a dentist registered under the Health Professions Registration Act 2005
- a veterinary practitioner
- pharmacist
- a principal in a teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

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### **6. Updating your details & providing information to the Board**

Once you are registered you are required by law to advise the Board within 14 days of any change to your contact address details. You are also obliged to inform the Board within 30 days of any commitment for trial, conviction or finding of guilt in relation to an indictable offence.

### **7. Privacy statement**

The Dental Practice Board of Victoria is committed to handling personal information in a responsible manner, having regard to your right to privacy. Our full privacy policy is available at <http://www.dentprac.vic.gov.au> or by contacting The Privacy Officer [privacy@dentprac.vic.gov.au](mailto:privacy@dentprac.vic.gov.au). Information on this form is being collected under the provisions of the *Health Professions Registration Act 2005* and associated regulations and will be used to process your application for registration. In order to process your application and carry out our primary functions, the Board will exchange information about you with other organizations, such as educational institutions, Australian and overseas health practitioner registration boards etc.



## Application for registration as a student

### Section 3: Contact information – private

This information will **not** be open to public inspection but will be used by the Board to contact you.

Postal Address:

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Suburb/State: ..... Postcode: .....

Telephone: ..... Mobile: .....

(You must provide one contact phone number)

Fax(optional): .....

Email address (optional): .....

### Section 4: Course details

Provide details of the course you are studying. Please attach evidence of your *current* enrolment in the course of study.

Name of Institution: .....

Address of Institution: .....

Suburb: ..... Postcode: .....

Telephone (optional): .....

Name of Course: .....

Course Year: .....

### Section 5: Statutory declaration

The following declaration must be signed before a witness who is authorized to witness Statutory Declarations.

The following persons can witness statutory declarations:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer;
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of the Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989
- a medical practitioner registered under the Health Professions Registration Act 2005
- a dentist registered under the Health Professions Registration Act 2005
- a veterinary practitioner
- pharmacist
- a principal in a teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a fellow of the Institute of Legal Executives (Victoria)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification

## Application for registration as a student

### Declaration

I do solemnly and sincerely declare that:

- (a) the above statements are true and correct;
  - (b) I am the person named in the attached documents;
  - (c) I am the person in the attached photograph which bears my signature;
  - (d) I am aware that under section 34 of the *Health Professions Registration Act 2005* I am required to inform the Board within 30 days if I have been committed for trial for an indictable offence or been convicted or found guilty of the offence. Details of any such matter are attached;
  - (e) I undertake that I will practise in accordance with the terms of my registration;
  - (f) I am familiar with the Board's Code of Practice on Infection Control and undertake to comply with it whenever I am practising dentistry in Victoria. I understand that if I fail to do so the Board may take disciplinary action against me;
  - (g) I undertake to comply with all relevant legislation and the codes of practice and directives issued by the Board.
- I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at: .....in the State of ..... this

.....day of ....., two thousand and .....

Applicant's Signature: .....  
[to be signed in front of an authorized witness]

Before me,

Signature of Authorized witness: .....

Name: .....

A person authorized to witness Declarations under section 107A of the *Evidence Act 1958* by virtue of being a

Address: .....

### Before submitting your application please check that you have included the following:

- completed application form
- one passport size coloured photograph endorsed with your usual signature
- evidence of enrolment in course of study
- evidence of identity e.g. passport, birth certificate, driver's licence
- any additional documentation in support of your application

**Please note: All documents must be originals or certified photocopies.**

OfficeUseOnly	
DateRecd...../...../.....	Reg No..... DateReg...../...../.....
ID <input type="checkbox"/> Photo <input type="checkbox"/> Enrolled <input type="checkbox"/>	RegisterUpdated...../...../..... CertifSent...../...../.....
Approved...../...../.....	