**Circular No. (22/2018)**

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<th>From</th>
<th>Qatar Council for Healthcare Practitioners (QCHP)</th>
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| To                    | • All Healthcare Practitioners who require a Temporary License in the State of Qatar  
                        • All Focal Points of Healthcare Facilities in the State of Qatar |
| Subject               | Launch of Electronic “Temporary License” Applications |
| Date                  | 25 October 2018                                     |

“Registration Department in Qatar Council for Healthcare Practitioners presents to you its compliments”

In the Qatar Council for Healthcare Practitioners’ pursuit to enhance the Registration & Licensing System, and to facilitate the process of granting temporary licenses to healthcare practitioners, the Registration Department announces the launch of “Temporary License” electronic applications through QCHP’s Registration & Licensing System.

Accordingly, please note the following:

- “Temporary License” requests by email will not be accepted starting from this circular’s date.
- “Evaluation” applications are a prerequisite for “Temporary License” applications.
- Processing time for “Temporary License” requests is 3 working days.
- Permanent licensing applications will be valid and available for practitioners to apply as long as their temporary license is valid.
- For temporary license requirements, please check out the “Temporary License” policy on QCHP’s website.

Attachment:
- “Temporary License” Request User Manual Guide

For further information, contact:
Jawaher Al Ali  
[ Jalali@moph.gov.qa ](mailto:Jalali@moph.gov.qa)  
Dr. Souma El-Torky  
[ Seltorky@moph.gov.qa ](mailto:Seltorky@moph.gov.qa)

Thank you for your cooperation,  
Qatar Council for Healthcare Practitioners
Temporary License User manual
Upon approval of the evaluation application by QCHP, the applicant can apply for a temporary license.

Enter QCHP’s applicant account username and password on login tab:

After successful login, kindly choose “Apply for Temporary License.”
1. Please read through the below points and click on the highlighted part

![Personal Declaration]

**Personal Declaration**

I hereby declare the information and documents I provide to QCHP are true and verifiable to the best of my knowledge and I bear responsibility for any discrepancies in the presented particulars.

I undertake that I must inform QCHP of any past or current criminal charges or convictions. I will also inform the Council of any physical or mental conditions that jeopardize my ability to provide quality health care. I also undertake that as long as I am licensed by QCHP I will provide them with any updates regarding the aforementioned.

I further authorize the release of my license details and information shared with QCHP, including derogatory information, to the concerned authorities having a legitimate need for the information and release QCHP from all liability for the release of this information.

☐ I hereby declare the above-mentioned statements.

![Save, Save Close, Close, Reset, Previous, Next]

2. Depending on the applicant having a QID or not, please tick the correct part, fill out the applicant’s name in Arabic and attach the requirements as per the below screenshots.

![Temporary License Requirements]

**Temporary License Requirements**

**Personal Information**

- First Name on Passport: Ameed
- Middle Name(s) on Passport
- Last Name on Passport: Mohamed
- First Name on Passport – Arabic
- Middle Name(s) on Passport – Arabic
- Last Name on Passport – Arabic
- Gender: Male
- Passport Number: L5916531
- Date of Birth: 26/1/1966
- Nationality: India
- Passport Expiry Date: 20/12/2020
- Passport Scanned Copy

**Attachments**

- Description: Passport

**Personal Photo**

Please upload a passport sized photo with a white background.

- Description: Personal Photo
A. Having a QID:

Temporary License Requirements

Do you have a Qatar National ID (QID)?
- Yes
- No

Qatar ID Number

QID Expiry Date

QID Scanned Copy

Undertaking Letter

Please attach the practitioner undertaking letter for the temporary license.

B. No QID:

Temporary License Requirements

Do you have a Qatar National ID (QID)?
- Yes
- No

Medical Report

Please attach your medical report attested by the Ministry of Foreign Affairs in Qatar (MOFA).

Police Clearance

Please attach a police clearance from your home country attested by the Ministry of Foreign Affairs in Qatar (MOFA).

Undertaking Letter

Please attach the practitioner undertaking letter for the temporary license.
After successful submission, the request status will show as “Under Process with QCHP.”

Once the request is processed by QCHP, an email and SMS will be sent.

You can do the following according to the decision of the officer as mentioned below:
1. **Sent back**: Click on “Apply for Temporary License” and provide the missing information according to the comments mentioned by the QCHP Officer.
2. **Rejected**: Contact your employer representative.
3. **Approved**: Click on “Temporary License” and print the temporary license.

⚠️ If you face any technical issues, please send an email to our technical support helpdesk: qchphelpdesk@moph.gov.qa