



Applicant User Manual  
Guidelines on using the Registration & Licensing System



### A. Apply for Evaluation ([https:// dhportal.moph.gov.qa](https://dhportal.moph.gov.qa))

Enter username and password on login tab

[Login/Sign In](#)   [Register/Sign Up](#)   [Guidelines](#)

## Login

**Username**

**Password**

**Sign In** ↑

[Forgot Password](#)

After Successful login, kindly choose Apply for Evaluation

### Department of Healthcare Professions



User   Reset

- ✓ Create and Submit Requests
- Apply for Evaluation ←
- Apply for Additional Place of Work
- Apply for Temporary License
- Apply for Licensing
- Print
- Contact Information

Welcome:DHP Test - You may perform the following actions:

View & track status of my requests

Search

Request Type:    Request Status:    Request Date From:     Request Date To:

Search

| Request No. | Request Type | Request Type | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status | Remove | Comments |
|-------------|--------------|--------------|---------------------------|----------------------------|--------------------|----------------|--------|----------|
|-------------|--------------|--------------|---------------------------|----------------------------|--------------------|----------------|--------|----------|

No data has been retrieved



1. Please read through the declaration statements and click on the required points

### 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 hereby declare the above mentioned statements.

**Please make sure you have the following scanned documents before you proceed with the application:**

- Passport
- Educational qualifications
- Work experience certificates
- Licensing exam (if required by your scope of practice)
- Previous registration/medical license
- Primary source verification report



## 2. Please fill out all the information as per the highlighted asterisks

Personal Declaration   Personal and Professional Information   Educational Qualifications   Work Experience and Registration Information   Verification Report and Additional Information   Pay Fees and Submit Application

### Personal and Professional Information

**Personal Information**

|                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| First Name on Passport*             | Middle Name(s) on Passport          | Last Name on Passport*              |
| <input type="text"/>                | <input type="text"/>                | <input type="text"/>                |
| First Name on Passport - Arabic     | Middle Name(s) on Passport - Arabic | Last Name on Passport - Arabic      |
| <input type="text"/>                | <input type="text"/>                | <input type="text"/>                |
| Gender*                             | Date of Birth*                      | Nationality*                        |
| <input type="text" value="Select"/> | <input type="text" value=""/>       | <input type="text" value="Select"/> |
|                                     |                                     | Passport Number*                    |
|                                     |                                     | <input type="text" value=""/>       |
| Passport Expiry Date*               |                                     |                                     |
| <input type="text" value=""/>       |                                     |                                     |

**Personal Photo:**

Please select a file

Maximum File Size is : 2 MB

Please upload a passport sized photo with white background  
Circular (04-2014) - Required Specifications of the Personal Photograph for Medical License Cards

No picture available

**Profession**

Profession\*

**Passport Scanned Copy**

Please select a file

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

Attachments

No Attachments Available

**National Number**

National Number

National Id Copy Please upload your Home country National Id

Please select a file

Maximum File Size is : 2 MB

**Place of work**

If your potential place of work is not already licensed, please select "Under Process".

Institution Type

Institution

**Contact Information**

The following information will be used to contact you. Please make sure you enter accurate and valid contacts

Mobile Number\*

Email Address\*

Address / P.O Box\*



### 3. Please fill Education Qualification information and Qualifying Examination (Prometric)

● Personal Declaration   ● Personal and Professional Information   ● Educational Qualifications   ● Work Experience and Registration Information   ● Verification Report and Additional Information   ● Pay Fees and Submit Application

#### Educational Qualifications

**i** You have applied for the scope: "Registered General Nurse"

**i** Please provide information along with the supporting documents about your educational qualifications relevant to your clinical practice and licensing requirements. You can add more than one qualification.

**Qualifications**

|                  |               |              |
|------------------|---------------|--------------|
| Qualifications * | Specialty *   | Country *    |
| Select           | Select        | Select       |
| City *           | Institution * | Start Date * |
|                  |               |              |
|                  |               | End Date *   |
|                  |               |              |

**+ Add**   **Reset**

**Qualification Information Attachments**

**i** Please make sure you attach all the supporting documents for the qualifications you have provided above. Please attach the transcripts for your educational qualifications specifying the length of the program.

**i** Please attach your latest CV on the QCHP template as per the link below : [QCHP's CV template](#)

Please select a file  File Description

**i** Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments                           | Description | Remove |
|---------------------------------------|-------------|--------|
| <a href="#">11g-QInfo-1061840.pdf</a> |             |        |

**Prometric Exam Deatils**

Have you taken the QCHP Licensing exam relevant to your scope?  Yes  No

**Licensing Examination:**

|                       |             |             |
|-----------------------|-------------|-------------|
| Exam Appointment Id * | Exam Date * | Exam Score* |
|                       |             |             |

**i** Please attach the Qualifying Exam results (Score report)

Please select a file  File Description

**i** Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments              | Description | Remove |
|--------------------------|-------------|--------|
| No Attachments Available |             |        |

**Save**   **Save and Close**   **Close**   **Reset**   **←**   **→**



#### 4. Please fill Work Experience information and Registration Information History

**Personal Declaration**   **Personal and Professional Information**   **Educational Qualifications**   **Work Experience and Registration Information**   **Verification Report and Additional Information**   **Pay Fees and Submit Application**

### Work Experience and Registration Information

**Work Experience**

**Work Experience**

**Start Date \***   **End Date \***   **Position \***

**Country \***   **City \***   **Place of Work \***

**Contact Phone No \***

**+ Add**   **Reset**

| Start Date           | End Date | Position | Country | City | Place of Work | Contact Phone No | Remove |
|----------------------|----------|----------|---------|------|---------------|------------------|--------|
| No data is available |          |          |         |      |               |                  |        |

**Work Experience Attachments**

Please make sure you attach all the supporting documents for the work experiences you have provided above.

Please select a file   **File Description**

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments              | Description | Remove |
|--------------------------|-------------|--------|
| No Attachments Available |             |        |

### Registration/License Information

**Registration/License Information**

Kindly attach all your previous medical Registration/Licenses with full details (which covers your experience mentioned above)

**Country**   **Registration/Licensing Authority**   **Registration/License Number**

**Current Status**   **Start Date**   **End Date**

Before you apply for your licensing application, please request a Certificate of Good Standing to be sent directly from your registration authority to QCHP either by mail or email.

QCHP, MOPH Address and Email: Ministry of Public Health  
P.O Box 7744  
Doha , Qatar  
QCHPGoodSt@moph.gov.qa

**+ Add**   **Reset**

| Country              | Registration/Licensing Authority | Registration/License Number | Current Status | Start Date | End Date | Requested CoGS | Remove |
|----------------------|----------------------------------|-----------------------------|----------------|------------|----------|----------------|--------|
| No data is available |                                  |                             |                |            |          |                |        |

**Registrations/Medical Licenses Attachments**

Please make sure you attach all the registrations/medical licenses you have provided above.

Please select a file   **File Description**

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments              | Description | Remove |
|--------------------------|-------------|--------|
| No Attachments Available |             |        |

**Save**   **Save and Close**   **Close**   **Reset**   **←**   **→**



## 5. Verification report and Additional Information

Progress bar: Personal Declaration, Personal and Professional Information, Educational Qualifications, Work Experience and Registration Information, **Verification Report and Additional Information**, Pay Fees and Submit Application

### Verification Report and Additional Information

Additional Information:

Please attach the Primary Source Verification report. Please add any comments and/or attach any supporting documents that are relevant to your application.

#### Verification Report

Please select a file   File Description

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments                | Description | Remove |
|----------------------------|-------------|--------|
| ⚠ No Attachments Available |             |        |

Please provide additional information(if required)

Please select a file   File Description

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments                | Description | Remove |
|----------------------------|-------------|--------|
| ⚠ No Attachments Available |             |        |

## 6. While completing Primary Evaluation - Kindly follow below steps for online payment

Progress bar: Personal Declaration, Personal and Professional Information, Educational Qualifications, Work Experience and Registration Information, Verification Report and Additional Information, **Pay Fees and Submit Application**

### Pay Fees and Submit Application

Please note that there is no payment for sent back requests, so please submit to proceed to the next stage.

Request Type:  Request Transaction ID:  Request Fees:

#### Payment Method

Online payment Pay Application Fees

Please note that the fees are non-refundable

confirm that I have attached the below documents in the application:

- Passport
- Educational qualifications
- Work experience certificates
- Licensing exam (if required by your scope of practice)
- Previous registration/medical license
- Primary source verification report



1. **Click here to pay online.**

### Online Payment

**Important Information:** QCHP online payment has been modified for security reasons. Please read the below steps

- Click below link to Pay Online. This will open in new tab
- The below link will only be clickable once.
- If want to try to pay again, close this small windows and start from "Pay Fees and Submit Application" screen
- Once you finish the payment in the new tab, come back here and close this window
- Proceed and submit the request to QCHP

[Click here to Pay Online](#)

2. Enter your Credit card information and Click on **Pay Now**

## Qatar e-Government

Secure payment

Card number \*

  
  
Expiry month \* Expiry year \*  
MM YY  
Cardholder name \*  
  
Security code \*  
 3 digits on back of your card

### Billing address

Street 1

Street 2

City  State / Province

Postcode / Zipcode  Country

### Order details

e-Service

**TOTAL QAR: 100.00** ريال

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)

[Pay now](#)



After payment, your request will show (Pending with employer) which means your authorized focal point should approve your request via the institution account.

Welcome:DHP Test - You may perform the following actions:

View & track status of my requests

**Search**

Request Type:  Request Status:  Request Date From:  Request Date To:

| Request No. | Request Type         | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status        | Remove | Comments |
|-------------|----------------------|---------------------------|----------------------------|--------------------|-----------------------|--------|----------|
| 1061840     | Apply for Evaluation | 27/03/2021                | ----                       | ----               | Pending with employer |        |          |

After Employer approval, the request will be evaluated by DHP.

On completion of the evaluation process by DHP, an email and SMS will be sent.

You can do the following according to evaluation decision mentioned below

1. *Send back*: - Click on “Apply for evaluation” and provide missing information according to the comments mentioned by DHP.
2. *Rejected*: - Contact your employer representative.
3. *Approved*: - Check below to see the requests you will be able to do next.

If you face any technical issues, please send an email to our technical support helpdesk: [DHPHelpDesk@moph.gov.qa](mailto:DHPHelpDesk@moph.gov.qa)



On Approval of evaluation by DHP, the applicant will receive an SMS and email for their evaluation status - applicant can perform the below requests.

- A. Apply for Temporary License
- B. Change Place of Work.
- C. Apply for Licensing

### A. Temporary License User manual

On Approval of evaluation by DHP, the applicant can apply for temporary license.

Enter Applicant DHP account Username and password on login Tab.

[Login/Sign In](#)   [Register/Sign Up](#)   [Guidelines](#)

## Login

Username

Password

[Sign In](#) ↗

[Forgot Password](#)



1. After Successful login, kindly choose Apply for Temporary license.

### Department of Healthcare Professions



User Reset

- ✓ Create and Submit Requests
- Apply for Evaluation
- Apply for Additional Place of Work
- Apply for Temporary License
- Apply for Licensing

Print

Contact Information

Welcome:DHP Test - You may perform the following actions:

View & track status of my requests

Search

Request Type: Request Status: Request Date From: Request Date To:

Select Select

Search

| Request No.                | Request Type | Request Type | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status | Remove | Comments |
|----------------------------|--------------|--------------|---------------------------|----------------------------|--------------------|----------------|--------|----------|
| No data has been retrieved |              |              |                           |                            |                    |                |        |          |

2. Please read through the below points and click on the highlighted points

Personal Declaration

Apply Temporary License

### 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 and Close Close Reset

← →



1. Please fill out all the information as per the highlighted asterisks

Personal DeclarationApply Temporary License

### Temporary License Requirements

**Personal Information**

|                                     |   |                                    |
|-------------------------------------|---|------------------------------------|
| First Name on Passport*             | Middle Name(s) on Passport              | Last Name on Passport*             |
| <input type="text" value="John"/>   | <input type="text"/>                    | <input type="text" value="Doe"/>   |
| First Name on Passport - Arabic*    | Middle Name(s) on Passport - Arabic     | Last Name on Passport - Arabic*    |
| <input type="text" value="جون"/>    | <input type="text"/>                    | <input type="text" value="دو"/>    |
| Gender*                             | Date of Birth*                          | Nationality*                       |
| <input type="text" value="Male"/>   | <input type="text" value="25/01/1986"/> | <input type="text" value="QATAR"/> |
| Passport Number*                    | Passport Expiry Date*                   |                                    |
| <input type="text" value="A12356"/> | <input type="text" value="04/04/2022"/> |                                    |

**Passport Scanned Copy & Personal Photo**

**Passport Scanned Copy**

Please select a file

File Description

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCX, .PNG & .GIF

| Attachments  | Description | Remove                                |
|--|-------------|---------------------------------------|
| <a href="#">Employer account-Passport-207664.pdf</a> |             | <input type="button" value="Remove"/> |

**Personal Photo:**

Please upload a passport sized photo with white background

Circular (04-2014) - Required Specifications of the Personal Photograph for Medical License Cards

Please select a file

Maximum File Size is : 2 MB

Photo1-Photo-1023361.JPG



Search

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

Qatar ID Number\*  QID Expiry Date\*

**QID Scanned Copy**  
Please select a file

**Undertaking Letter**  
Please attach the practitioner undertaking letter for the temporary license.  
Circular (9-2018) - Updates on Temporary License Policy

Undertaking Letter  
Please select a file File Description

**Attachments**

| Attachments  | Description        | Remove |
|--|--------------------|--------|
| <a href="#">Photo-EmploymentLetter-1023361.JPG</a> | Undertaking letter |        |

Save Save and Close Close Reset

After Successful submission the request status will show as under process with DHP.

Welcome: Test Account - You may perform the following actions:

View & track status of my requests

Search

Request Type:  Request Status:  Request Date From:  Request Date To:

Search

| Request No. | Request Type                | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status          | Remove | Comments |
|-------------|-----------------------------|---------------------------|----------------------------|--------------------|-------------------------|--------|----------|
| 207664      | Apply for Evaluation        | 07/02/2016                | ----                       | 20/03/2019         | Application Completed   |        |          |
| 1023361     | Apply for Temporary License | 03/04/2021                | ----                       | ----               | Under process with QCHP |        |          |

For help please contact [qchphelpdesk@moph.gov.qa](mailto:qchphelpdesk@moph.gov.qa) +(974) 44070279  
Copyright © 2021 Ministry of Public Health. All rights reserved.

On completion of the temporary license process by DHP, an email and SMS will be sent.

You can do the following according to the evaluation decisions mentioned below

1. **Send back:** - Click on “Apply for Temporary license” and provide missing information according to the comments mentioned by DHP.
2. **Rejected:** - Contact your employer representative.
3. **Approved:** - Click on “Temporary license” and Print license.

If you face any technical issues, please send an email to our technical support helpdesk: [DHPHelpDesk@moph.gov.qa](mailto:DHPHelpDesk@moph.gov.qa)



## B. Change Place of Work User Manual

On approval of evaluation by DHP, the applicant can apply for a change place of work request.

Enter applicant's DHP account username and password on login Tab.

[Login/Sign In](#) [Register/Sign Up](#) [Guidelines](#)

### Login

**Username**

**Password**

**Sign In** ↑

[Forgot Password](#)

1. After Successful login, kindly choose Apply for Change Place of Work

✓ Create and Submit Requests

- Apply for Evaluation
- Apply for Additional Place of Work
- Apply for Temporary License
- Apply for Licensing
- Apply for Change Place of Work

Print

Contact Information

Welcome: **Test Account** - You may perform the following actions:

**View & track status of my requests**

**Search**

Request Type:  Request Status:  Request Date From:  Request Date To:

**Search**

| Request No. | Request Type         | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status        | Remove | Comments |
|-------------|----------------------|---------------------------|----------------------------|--------------------|-----------------------|--------|----------|
|             | Apply for Evaluation | 29/03/2021                | 29/03/2021                 | 30/03/2021         | Application Completed |        |          |

For help please contact [qchphelpdesk@moph.gov.qa](mailto:qchphelpdesk@moph.gov.qa) +(974) 44070279  
Copyright © 2020 Ministry of Public Health. All rights reserved.

2. Please read through the declaration statements and click on the required points

Personal Declaration      Personal and Professional Information      Change Place Of Work Information      Pay Fees and Submit Application

### 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 hereby declare the above mentioned statements.

**Save** **Save and Close** **Close** **Reset**      **←** **→**



1. Please fill out all the information as per the highlighted asterisks

Personal Declaration      Personal and Professional Information      Change Place Of Work Information      Pay Fees and Submit Application

### Personal and Professional Information

#### Personal Information

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| First Name on Passport*              | Middle Name(s) on Passport              | Last Name on Passport*             |
| <input type="text" value="John"/>    | <input type="text"/>                    | <input type="text" value="Doe"/>   |
| First Name on Passport - Arabic      | Middle Name(s) on Passport - Arabic     | Last Name on Passport - Arabic     |
| <input type="text"/>                 | <input type="text"/>                    | <input type="text"/>               |
| Gender*                              | Date of Birth*                          | Nationality*                       |
| <input type="text" value="Male"/>    | <input type="text" value="14/05/1977"/> | <input type="text" value="India"/> |
| Passport Number*                     | Passport Expiry Date*                   |                                    |
| <input type="text" value="A123456"/> | <input type="text" value="22/11/2022"/> |                                    |

#### Personal Photo:

Please select a file

Maximum File Size is : 2 MB

Photo1-Photo-289052.JPG

Circular (04-2014) - Required Specifications of the Personal Photograph for Medical License Cards

#### Profession

|                                    |   |
|------------------------------------|---|
| Profession*                        | Scope Of Practice*                                    |
| <input type="text" value="Nurse"/> | <input type="text" value="Registered General Nurse"/> |

#### Visa Details

Kindly attach both sides of your QID in one file

|  |   |                             |
|--|---|-----------------------------|
| Qatar ID Number                          | QID Expiry Date                         | QID Scanned Copy            |
| <input type="text" value="28635605506"/> | <input type="text" value="08/12/2021"/> | Please select a file        |
|  |   | Maximum File Size is : 2 MB |
|  |   | QID_Greeshma-QID-289052.jpg |

|   |  |        |                      |
|---|--|--------|----------------------|
| Passport Scanned Copy   | National Number  |        |                      |
| Please select a file  | National Number  |        |                      |
| Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC, .DOCX, .PNG & .GIF | <input type="text"/>   |        |                      |
| Attachments   | National Id Copy Please upload your Home country National Id |        |                      |
| <table><tr><td>Passport_Greeshma-Passport-289052.pdf</td><td>Remove</td></tr></table>         | Passport_Greeshma-Passport-289052.pdf                        | Remove | Please select a file |
| Passport_Greeshma-Passport-289052.pdf   | Remove   |        |                      |
|   | Maximum File Size is : 2 MB                                  |        |                      |

#### Place of work

|  |   |
|--|---|
| Institution Type                               | Institution   |
| <input type="text" value="Semi Governmental"/> | <input type="text" value="Provisional-Complementary Medicine"/> |

#### Contact Information

The following information will be used to contact you. Please make sure you enter accurate and valid contacts

|                                       |  |
|---------------------------------------|--|
| Mobile Number*                        | Email Address*                           |
| <input type="text" value="12345678"/> | <input type="text" value="Abc@123.com"/> |
| Address / P.O Box*                    |  |
| <input type="text" value="test"/>     |  |

Save

← →



3. Please Choose your future institution type and employer and upload the required documents.

Personal Declaration      Personal and Professional Information      **Change Place Of Work Information**      Pay Fees and Submit Application

### Change Place Of Work Information

Change Place Of Work

Current Institution Type: Semi Governmental      Your Current Employer: Provisional-Complementary Medicine

Future Institution Type: Select      Your Future Employer\*

Please upload the resignation letter from current/previous employer and offer/employment letter from new employer

Please select a file      File Description

Maximum File Size is : 2 MB

| Attachments              | Description | Remove |
|--------------------------|-------------|--------|
| No Attachments Available |             |        |

Save      ←      →

4. Click on Submit

Personal Declaration      Personal and Professional Information      Change Place Of Work Information      **Pay Fees and Submit Application**

### Pay Fees and Submit Application

Please note that there is no payment for sent back requests, so please submit to proceed to the next stage.

Request Type: Apply to Change Place of Work      Request Transaction ID: 1023365

Save      ←      **Submit** ↑

After Successful submission, the request status will show as under process with DHP.

Welcome: Test Account - You may perform the following actions:

View & track status of my requests

Search

Request Type: Select      Request Status: Select      Request Date From:      Request Date To:

Search

| Request No. | Request Type                  | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status          | Remove | Comments |
|-------------|-------------------------------|---------------------------|----------------------------|--------------------|-------------------------|--------|----------|
| 207664      | Apply for Evaluation          | 07/02/2016                | ----                       | 20/03/2019         | Application Completed   |        |          |
| 1023362     | Apply for Evaluation          | 03/04/2021                | 03/04/2021                 | 03/04/2021         | Application Completed   |        |          |
| 1023366     | Apply to Change Place of Work | 03/04/2021                | ----                       | ----               | Under process with QCHP |        |          |



## C. Apply for Licensing User manual

On approval of evaluation from DHP, the applicant can apply for licensing.

Enter applicant's DHP account Username and password on login tab.

[Login/Sign In](#) [Register/Sign Up](#) [Guidelines](#)

### Login

Username

Password

[Sign In](#)

[Forgot Password](#)

### 1. After Successful login, kindly choose Apply for Licensing

✓ Create and Submit Requests

- Apply for Evaluation
- Apply for Additional Place of Work
- Apply for Temporary License
- Apply for Licensing ←
- Apply for Change Place of Work

Print

Contact Information

Welcome: Test Account - You may perform the following actions:

View & track status of my requests

Search

Request Type:  Request Status:  Request Date From:  Request Date To:

Q Search

| Request No. | Request Type         | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status        | Remove | Comments |
|-------------|----------------------|---------------------------|----------------------------|--------------------|-----------------------|--------|----------|
|             | Apply for Evaluation | 29/03/2021                | 29/03/2021                 | 30/03/2021         | Application Completed |        |          |

### 2. Please read through the declaration statements and click on the required points

Personal Declaration   Personal and Professional Information   Medical Information   Verification Report and Additional Information   Pay Fees and Submit Application

#### 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.

Please make sure you have the following scanned documents before you proceed with the application:

- QID
- Police Clearance from Qatar
- Medical Fitness Report
- CPR certificates (as required by your scope of practice)
- Primary source verification report
- Confirmation that your certificate of good standing has been received by QCHP

[Save](#) [Save and Close](#) [Close](#) [Reset](#) [←](#) [→](#)



### 3. Please fill out all the information as per the asterisks

Personal Declaration      Personal and Professional Information      Medical Information      Verification Report and Additional Information      Pay Fees and Submit Application

---

#### Personal and Professional Information

##### Personal Information

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| First Name on Passport*              | Middle Name(s) on Passport              | Last Name on Passport*             |
| <input type="text" value="John"/>    | <input type="text"/>                    | <input type="text" value="Doe"/>   |
| First Name on Passport - Arabic*     | Middle Name(s) on Passport - Arabic     | Last Name on Passport - Arabic*    |
| <input type="text"/>                 | <input type="text"/>                    | <input type="text"/>               |
| Gender*                              | Date of Birth*                          | Nationality*                       |
| <input type="text" value="Male"/>    | <input type="text" value="25/01/1986"/> | <input type="text" value="India"/> |
| Passport Number*                     | Passport Expiry Date*                   |                                    |
| <input type="text" value="CM12345"/> | <input type="text" value="04/04/2022"/> |                                    |

##### Personal Photo:

Please select a file

Maximum File Size is : 2 MB

Photo1-Photo-1023362.JPG

Circular (04-2014) - Required Specifications of the Personal Photograph for Medical License Cards

##### Profession

|                                    |   |
|------------------------------------|---|
| Profession*                        | Scope Of Practice*                                    |
| <input type="text" value="Nurse"/> | <input type="text" value="Registered General Nurse"/> |

##### Visa Details

Kindly attach both sides of your QID in one file

|  |   |   |
|--|---|---|
| Qatar ID Number*                         | QID Expiry Date*                        | QID Scanned Copy                                  |
| <input type="text" value="28635005506"/> | <input type="text" value="08/12/2022"/> | <input type="text" value="Please select a file"/> |
|  |   | Maximum File Size is : 2 MB                       |
|  |   | CMI-QID-207664.jpg                                |

##### Passport Scanned Copy

Please select a file

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCK, .PNG & .GIF

| Attachments  | Remove |
|--|--------|
| <a href="#">Employer_account-Passport-207664.pdf</a> |        |

##### National Number

National Number

National Id Copy Please upload your Home country National Id

Please select a file

Maximum File Size is : 2 MB

##### Place of work

If your potential place of work is not already licensed, please select "Under Process".

|  |   |
|--|---|
| Institution Type                               | Institution   |
| <input type="text" value="Semi Governmental"/> | <input type="text" value="Provisional-Complementary Medicine"/> |

##### Contact Information

The following information will be used to contact you. Please make sure you enter accurate and valid contacts

|   |  |
|---|--|
| Mobile Number*                              | Email Address*   |
| <input type="text" value="00918136880010"/> | <input type="text" value="complementarymedicine@wipro.com"/> |
| Address / P.O Box*                          |  |
| <input type="text" value="SCH"/>            |  |

##### Police Clearance Documents

Please attach your police clearance from Qatar.

Please select a file

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/DOCK, .PNG & .GIF

File Description

| Attachments              | Description | Remove |
|--------------------------|-------------|--------|
| No Attachments Available |             |        |



#### 4. Please fill Medical Information and CPR course information

Progress bar: Personal Declaration (green), Personal and Professional Information (green), **Medical Information** (red), Verification Report and Additional Information (grey), Pay Fees and Submit Application (grey)

### Medical Information & CPR

**CPR**

The CPR course is achieved  The CPR course is not achieved

**Blood Test Results**

Blood Test Results are available  Blood Test Results will be sent Directly to MOPH

**Buttons:** Save, Save and Close, Close, Reset, Previous, Next

#### 5. Upload Verification report

Progress bar: Personal Declaration (green), Personal and Professional Information (green), Medical Information (green), **Verification Report and Additional Information** (red), Pay Fees and Submit Application (grey)

### Verification Report and Additional Information

**Additional Information:**

Please attach the Primary Source Verification report. Please add any comments and/or attach any supporting documents that are relevant to your application.

**Verification Report**

Please select a file

File Description

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/.DOCX, .PNG & .GIF

| Attachments                | Description | Remove |
|----------------------------|-------------|--------|
| ⚠ No Attachments Available |             |        |

Please provide additional information(if required)

Please select a file

File Description

Maximum File Size is : 2 MB. Allowed file extensions are .PDF, .JPG, .DOC/.DOCX, .PNG & .GIF

| Attachments                | Description | Remove |
|----------------------------|-------------|--------|
| ⚠ No Attachments Available |             |        |

**Buttons:** Save, Save and Close, Close, Reset, Previous, Next



6. Payment (if applicable) and Licensing application submission - Kindly follow the below steps for online payment



### Pay Fees and Submit Application

Please note that there is no payment for sent back requests, so please submit to proceed to the next stage.

|  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| Request Type:                                    | Request Transaction ID:              | Request Fees:                        |
| <input type="text" value="Apply for Licensing"/> | <input type="text" value="1061840"/> | <input type="text" value="1000 QR"/> |

#### Payment Method

Online payment [Pay Application Fees](#) ←

Please note that the fees are non-refundable

confirm that I have attached the below documents in the application:

- Passport
- Educational qualifications
- Work experience certificates
- Licensing exam (if required by your scope of practice)
- Previous registration/medical license
- Primary source verification report

1. **Click here to pay online.**

### Online Payment

**Important Information: QCHP online payment has been modified for security reasons. Please read the below steps**

- Click below link to Pay Online. This will open in new tab
- The below link will only be clickable once.
- If want to try to pay again, close this small windows and start from "Pay Fees and Submit Application" screen]
- Once you finish the payment in the new tab, come back here and close this window
- Proceed and submit the request to QCHP

[Click here to Pay Online](#)



## 2. Enter your Credit card information and Click on *Pay Now*” Qatar e-Government

Secure payment

Card number \*

  
  
Expiry month \* Expiry year \*  
MM YY  
Cardholder name \*  
  
Security code \*  
 3 digits on back of your card

### Billing address

Street 1

Street 2

City  State / Province

Postcode / Zipcode  Country

### Order details

e-Service

**TOTAL QAR: 100.00** ريال

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)

[Pay now](#)

After successful payment submission, the request status will show as under process with DHP.

Welcome: Test Account - You may perform the following actions:

#### View & track status of my requests

Search

Request Type:  Request Status:  Request Date From:  Request Date To:

Search

| Request No. | Request Type         | Applicant Submission Date | Date of submission to QCHP | Date of Completion | Current Status          | Remove | Comments |
|-------------|----------------------|---------------------------|----------------------------|--------------------|-------------------------|--------|----------|
| 207664      | Apply for Evaluation | 07/02/2016                | ----                       | 20/03/2019         | Application Completed   |        |          |
| 1023362     | Apply for Evaluation | 03/04/2021                | 03/04/2021                 | 03/04/2021         | Application Completed   |        |          |
| 1023367     | Apply for Licensing  | 03/04/2021                | ----                       | ----               | Under process with QCHP |        |          |

If you face any technical issues, please send an email to our technical support helpdesk: [DHPHelpDesk@moph.gov.qa](mailto:DHPHelpDesk@moph.gov.qa)