

## Department of Healthcare Professions – Ministry of Public Health – Qatar

Get access to a range of benefits and features by creating a Personal or Business Account with QuadraBay.

**DHP.QUADRABAY.COM**

### Benefit from the following:

- ✓ Submit and Track Multiple Applications with Ease
- ✓ Dedicated Account Manager Support
- ✓ Statistical Tracking Application Dashboard
- ✓ 24/7 Access to Application Status

## Before You Start

Please ensure that you have clear and legible scans of the following documents, to avoid delays in your application process:



**Passport Copy**



**Documents to be Verified**



**Consent / Authorization Letter**

## About Us

QuadraBay offers a range of industry leading Credentialing solutions with over 45 years of experience, and over 26 million+ candidates verified annually. We work with Government and Semi-Government Entities globally and within the GCC.



**Submit Within  
15-Minutes**



**Excellent  
Customer Service**



**Fast Turnaround  
Time**



**Global  
Coverage**

## How to Complete Your Application

Completing your verification application is extremely easy, **click here** to be directed to the **Department of Healthcare Professions – Ministry of Public Health DHP–MOPH** dedicated portal, or scan the **QR Code** with your mobile to get started.

**Important Notice:** Once your application is ready, you will be notified via Email and the same will be reflected on your Application Tracker.



**Scan to Start**

### **Step 1**

**Register or Login** to the DHP–MOPH dashboard and enter the OTP details received in your Email to verify your account.

### **Step 2**

Once completing the Registration or Login process, carefully read through the **“Candidate Information Page”** and have your documents ready.

### **Step 3**

To start the application process, select your preferred service type and click **“Start Registration”**.

### **Step 4**

Fill in your personal details and upload or digitally sign the **“Consent/Authorization Letter”** to continue with your application.

### **Step 5**

**Upload your documents** and complete the required information:  
**Education Details**  
**Employment Details**  
**Professional License**  
**Good Standing**  
**Additional Document(s)**

### **Step 6**

Before completing your payment, carefully review your application. Once done, enter the required details and select **“Pay and Finish”** to finalize your payment.

### **Step 7**

Once the payment is finalized, you will receive an Email with the payment receipt.

### **Step 8**

You can check your application process by selecting **“Track my Application”** or visit [track.quadrabay.com](http://track.quadrabay.com).



# DHP-MOPH Services Price List

## New Applications Packages

## Retrospective Applications

### PACKAGE A Physicians and Dentists

- Verification of up to (2) educational certificates.
- (1) professional license.
- Last (5) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**1,100 QAR**

Prestige  
(14 Business Days)  
**1,400 QAR**

### PACKAGE B Allied Health (Practitioners/ Complementary Medicine)

- Verification of (1) educational certificate.
- (1) professional license
- Last (5) years of experience – up to (3) employers
- GlobeX – Global Data Base Check

Standard  
(20 Business Days)  
**900 QAR**

Prestige  
(14 Business Days)  
**1,200 QAR**

### PACKAGE C Physicians & Dentists (Working in Qatar for more than five years)

- Verification of (2) educational certificates.
- (1) professional license.
- GlobeX – Global Data Base Check.

**780 QAR**

### PACKAGE E Nurses/Pharmacists

- Verification of (1) educational certificate.
- (1) professional license.
- Last (3) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check

Standard  
(20 Business Days)  
**900 QAR**

Prestige  
(14 Business Days)  
**1,200 QAR**

### PACKAGE F Trainee (No Experience)

- Verification of (1) educational certificate.
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**400 QAR**

### PACKAGE D Allied Healthcare Professionals (Working in Qatar for more than three years)

- Verification of (1) educational certificate.
- (1) professional license.
- GlobeX – Global Data Base Check.

**680 QAR**

### PACKAGE G Clinical Nurse/Specialist/Nurse Practitioner/Nurse Educator

- Verification of up to (2) educational certificates.
- (1) professional license.
- Last (5) years of experience – up to (3) employers.
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**1,100 QAR**

Prestige  
(14 Business Days)  
**1,400 QAR**

### PACKAGE H Visiting Doctor

- Verification of (1) license.
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**300 QAR**

## Packages F & H

### PACKAGE I Good Standing Certificates

- Verification of (2) to (3) Good Standing certificates.
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**550 QAR**

### PACKAGE J Good Standing Certificate and Employment Certificate

- (1) Good Standing certificate.
- (1) Employment certificate (Most Recent Employment).
- GlobeX – Global Data Base Check.

Standard  
(20 Business Days)  
**550 QAR**

### PRESTIGE SERVICE Report Transfer and Additional Documents

- (1) Document: 150 QAR
- (2) Documents: 200 QAR
- (3) Documents: 250 QAR
- (4) Documents: 300 QAR

**150–300 QAR**

# DHP-MOPH Services Price List

## Additional Documents

### ADDITIONAL DOCUMENT

(Verification of any additional document will be charged separately)

- (1) Additional educational qualification.
- (1) Good Standing certificate.
- (1) Surgical logbook.
- (1) Additional professional license.
- Additional employment screening (Applies for 3+ Employers).

**290 QAR**

## Optional Services

### SMS SERVICE

Sign up at checkout for SMS service and never miss important updates about your application status.

- Instant notifications.
- Convenient and secure communication.
- Stay ahead with important alerts.

**10 QAR**

## Implanted Medical Devices

### NEW IMPLANTED MEDICAL DEVICE REGISTRATION

- One Registration certificate of the manufacturer.
- One CE or FDA Certificate from the country of origin with the reference number of the device for registration.
- One free sale Certificate (FSC) for the device from the country of origin.

Duration  
(15 Business Days)  
**650 QAR**

### CONCIERGE SERVICE

Concierge Service is an exclusive offering from QuadraBay Verification Services. Your verification applications will be handled by one of our dedicated managers, saving you time and effort.

**Register Here**

**150 QAR**

### IMPLANTED MEDICAL DEVICE REGISTRATION RENEWAL (Previously processed by QuadraBay)

One CE or FDA certificate from the country of origin with the reference number of the device for registration.

Duration  
(15 Business Days)  
**300 QAR**

### VIP VIRTUAL ASSISTANCE SERVICE

The applicant will connect virtually with a dedicated Relationship Manager who will guide them through the Primary Source Verification (PSV) process until the report is issued.

**500 QAR**

### NON-MEDICAL STAFF

- Verification of (1) educational qualification.
- Globex.

**300 QAR**

### REPORT TRANSFER

Report transfer fee from other authorities, plus charges for additional documents if necessary as per DHP-MOPH regulations.

**150 QAR**

# Frequently asked questions

**How long will it take to complete and submit my application?**

The application process is designed to be as simple as possible. Our research suggests that most participants complete the process within 15 minutes.

**What is the expected process time of my application?**

We are working 24 hours and are committed to provide the most thorough, current and accurate information within the fastest turnaround time possible. It usually takes an average of (20) business days for Standard Package and (14) business days for Prestige Package and (15 business days for Implanted Devices, from the date, a complete application with legible copies of documents is received for a verification report to be generated. However, there are few cases where reports may be temporarily delayed due to force majeure. In case there are any anticipated delays, our team will make sure to inform you in advance with reasons behind the delay.

**What happens if there is missing information from my application?**

If we receive an Incomplete Verification application, we'll notify you about the missing information as soon as possible. You will then have a maximum period of 30 days to send us the missing information. If the Incomplete Verification Information is not provided within the 30-day time period, we reserve the right to close the application as "Unable to Check".

**Who can I contact if I need support with my application?**

Just drop us an email detailing what you need help with. Include your case reference number to [customer.service@quadrabay.com](mailto:customer.service@quadrabay.com) and we will contact you within 24 hours. You can also connect with us via the Live Chat option in the portal.

**How do I know that my application was submitted successfully?**

You will be receiving an Email from QuadraBay confirming your application reference number on the registered Email ID, and the payment receipt.

**Will I get a copy of my verification report?**

Of course! You have the right to receive a copy of the completed verification results. This can be found on the "Application Page" of your application dashboard. We will also make sure to notify you once your application has been completed.

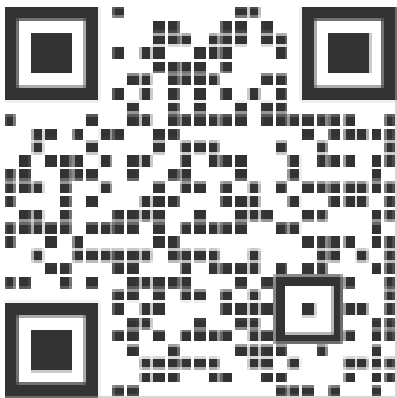


**How do I download a copy of my verification report?**

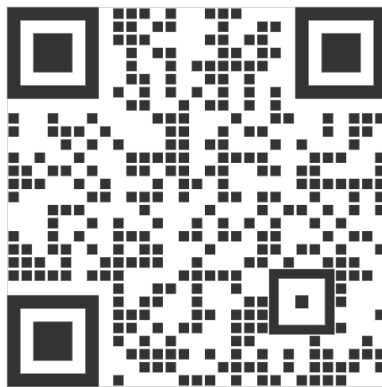
To download a copy of your verification report you can log into your existing account navigate to the track my application tab then click on the download report button that will be displayed next to your application information.

**How can I track my application?**

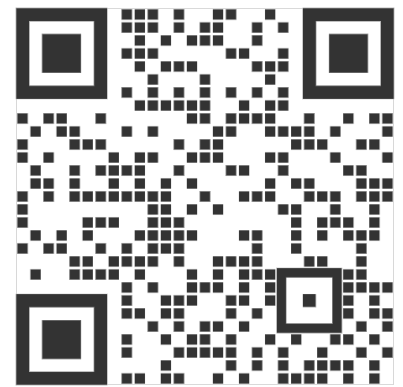
Just log into our Online Portal where you have registered your application, and you'll be able to track the status of your application.



**Scan or Click to  
Start Application**



**Scan or Click to  
Track Application**



**Scan or Click for  
Help Video**

**45**

**45+ YEARS  
EXPERIENCE**



**240+ COUNTRIES  
& TERRITORIES**



**100M+ CHECKS  
ANNUALLY**



**50K+ CLIENTS  
GLOBALLY**



**BACKGROUND SCREENING  
& VERIFICATION**



**PROFESSIONAL  
EVALUATION**



**PROFESSIONAL  
PRIVILEGING**



**DATA ANALYTICS &  
CONSULTANCY**

# A Detailed Guide for Corporate Accounts to Completing the QuadraBay Department of Healthcare Professions - Ministry of Public Health - (DHP-MOPH) Qatar Primary Source Verification Application



QuadraBay is the trusted verification partner of the Department of Healthcare Professions - The Ministry of Public Health - (DHP-MOPH) Qatar, providing verification services for healthcare professionals.

We verify qualifications, degrees, and certificates, a crucial step for obtaining licenses. This service ensures that medical practitioners seeking to work in the State of Qatar meet the highest standards set by Department of Healthcare Professions - The Ministry of Public Health in Qatar.

Follow our step-by-step guide below to apply for the QuadraBay Primary Source Verification (PSV) for DHP-MOPH (Qatar).

## Step 1: Login with the Credentials

- Before you begin, make sure you have the below documents:
  - Passport Copy
  - Documents to be Verified according to DHP-MOPH Requirements (Copy of the degree, copy of the employment certificates, copy of the credential/any other documents that might be required for licensing)



- Signed Consent Form by the applicant
- Visit the official verification portal at <https://dhp.quadrabay.com/> to begin your application.

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وزارة الصحة العامة  
Ministry of Public Health  
دولة قطر

Enhance Your Application Experience

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

**Concierge Service**  
Let us take care of your application from start to finish with dedicated customer service support.

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

Username

Password

☐ Remember me [Forgot Password?](#)

Log In

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- Choose the appropriate account type (Individual or Corporate). Complete the required information and submit your registration details.

QuadraBay

وزارة الصحة العامة  
Ministry of Public Health  
دولة قطر

Enhance Your Application Experience

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

**Concierge Service**  
Let us take care of your application from start to finish with dedicated customer service support.

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

Individual Account Corporate Account

Title

First Name

Last Name

Email

Country Code

Mobile No.

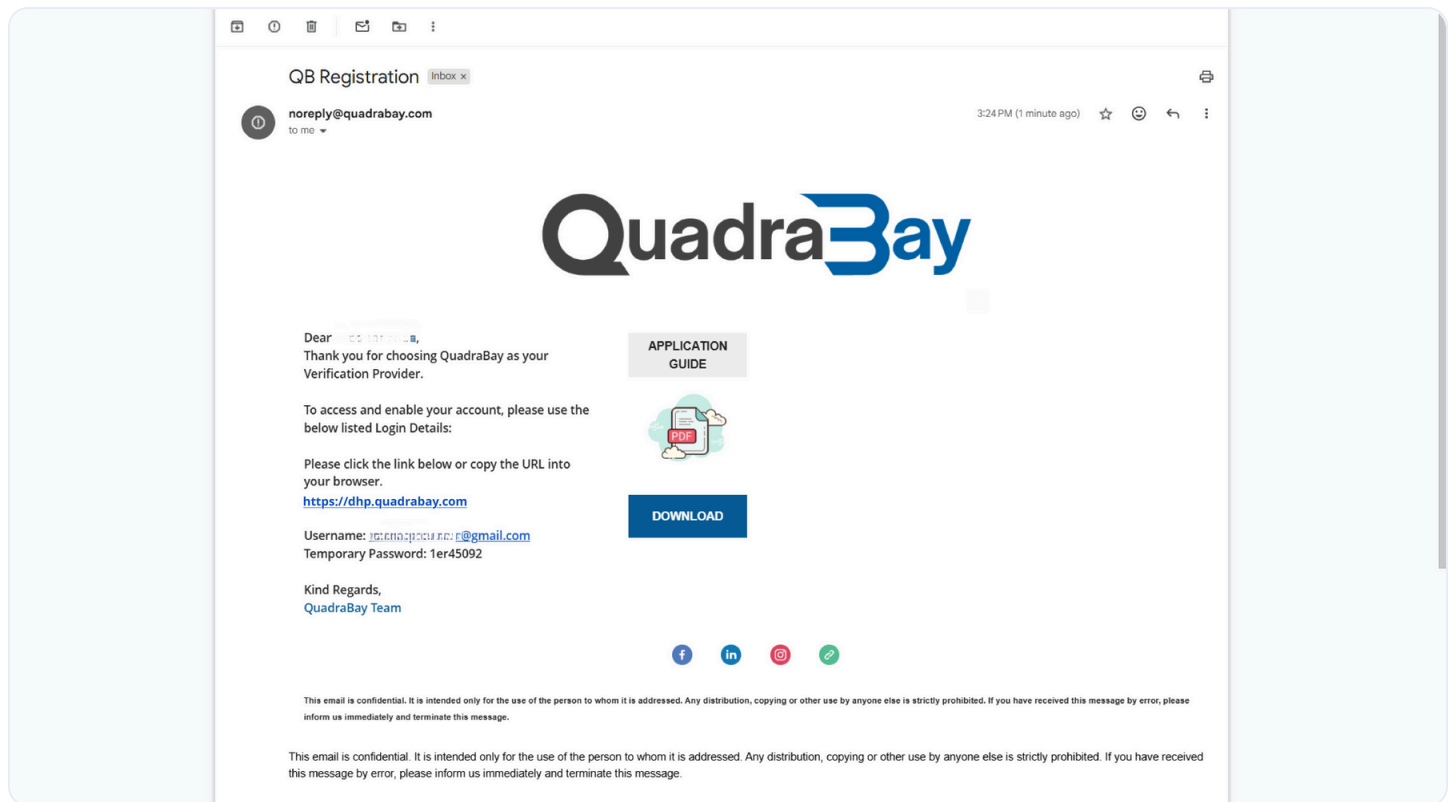
Select Country

☐ I agree to all Terms & Conditions

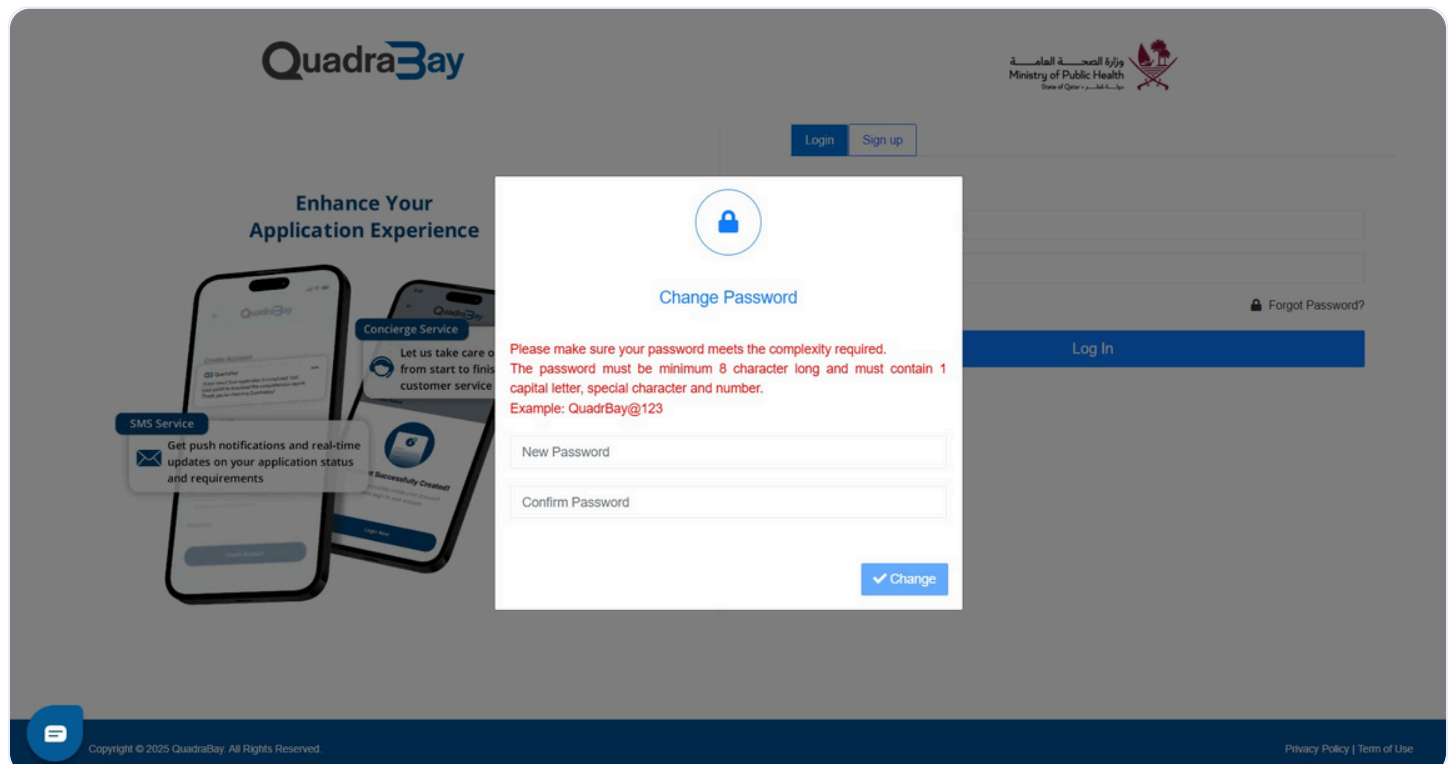
SIGN UP

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- After registration, you will receive an email containing a one-time password (OTP). Enter this code on the portal to verify your identity and activate your account.



- After copying the password, you can navigate back to the portal.
- Once you log in, you will be asked to Change Password.



- You have the option to choose a VIP Package that provides additional benefits.

**VIP Package**  
Premium Service

- ✓ Priority Processing
- ✓ Dedicated Support
- ✓ Fast Track Service
- ✓ Digital LOA Signing
- ✓ Express Documentation
- ✓ 24/7 Customer Service

**Would you like to continue with our VIP Package?**  
Enjoy premium benefits and priority service

✓ Yes, Continue with VIP    → Skip

- If you continue with **VIP Package**, proceed to attach and submit the required documents.
  - **Step 1:** Upload the signed Consent Form (LOA), or sign the LOA digitally.
  - **Step 2:** Upload passport details of the applicant.

← Back

VIP Package Selected

1 LOA Document    2 Passport Verification

**Step 1: Letter of Authorization (LOA)**  
Choose how you would like to handle your LOA document

☒ **Sign LOA Now**  
Review and sign the LOA digitally

☐ **Upload Signed LOA**  
Upload your pre-signed LOA document

→ Continue to Passport Upload

← Back

VIP Package Selected

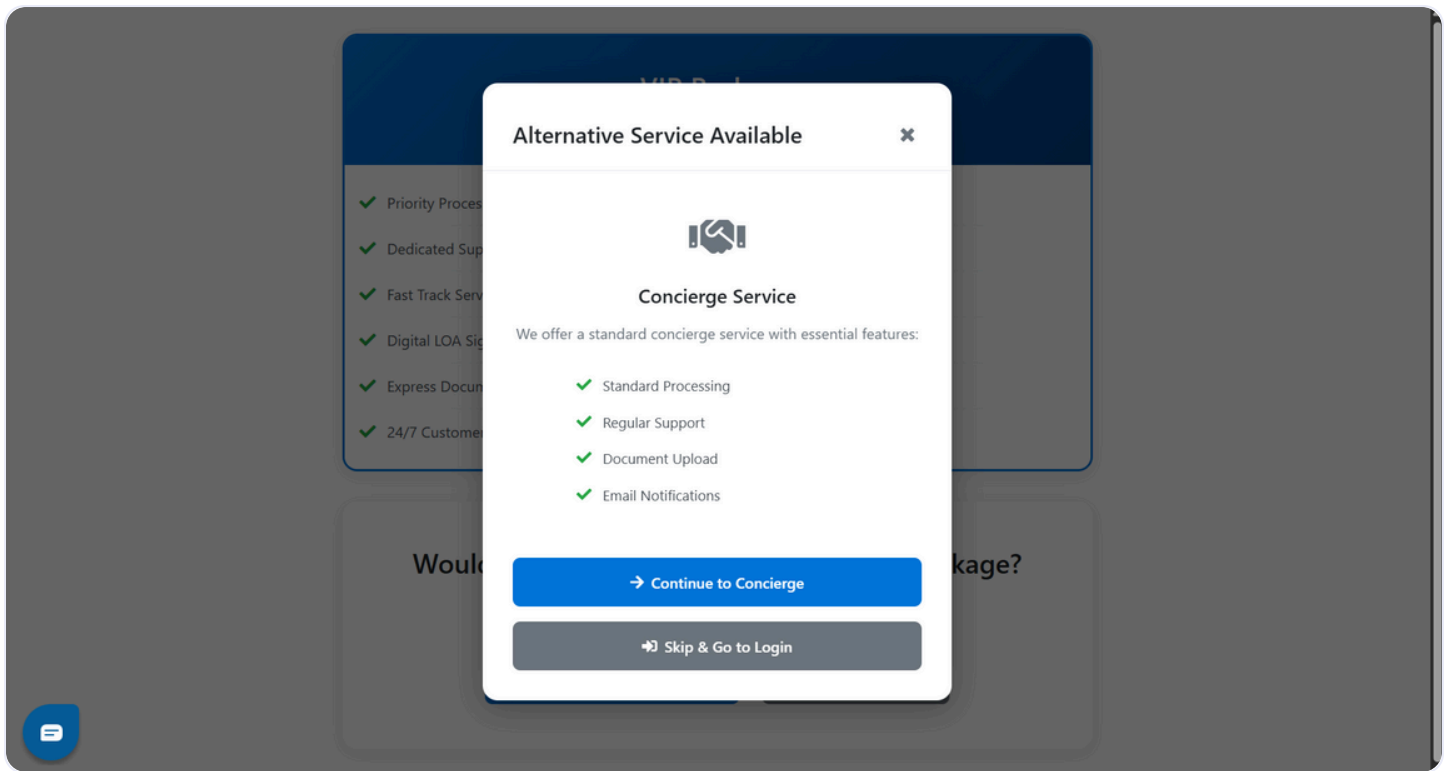
1 LOA Document    2 Passport Verification

**Step 2: Passport Verification**  
Upload a copy of your passport for identity verification

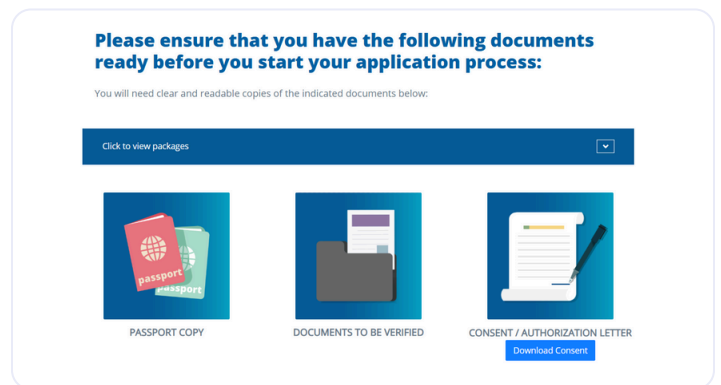
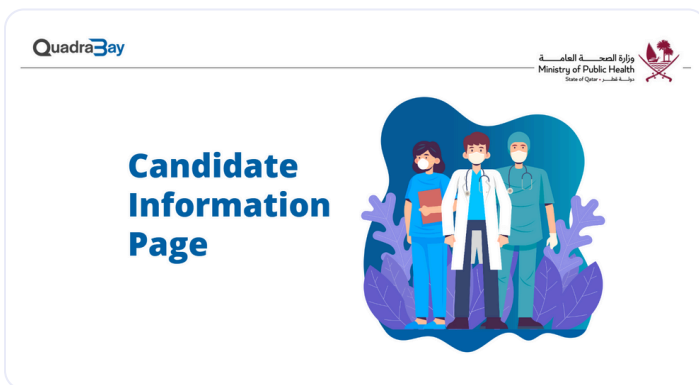
**Upload your passport**  
(JPG, PNG, or PDF format (max 5MB))

→ Proceed with VIP Package

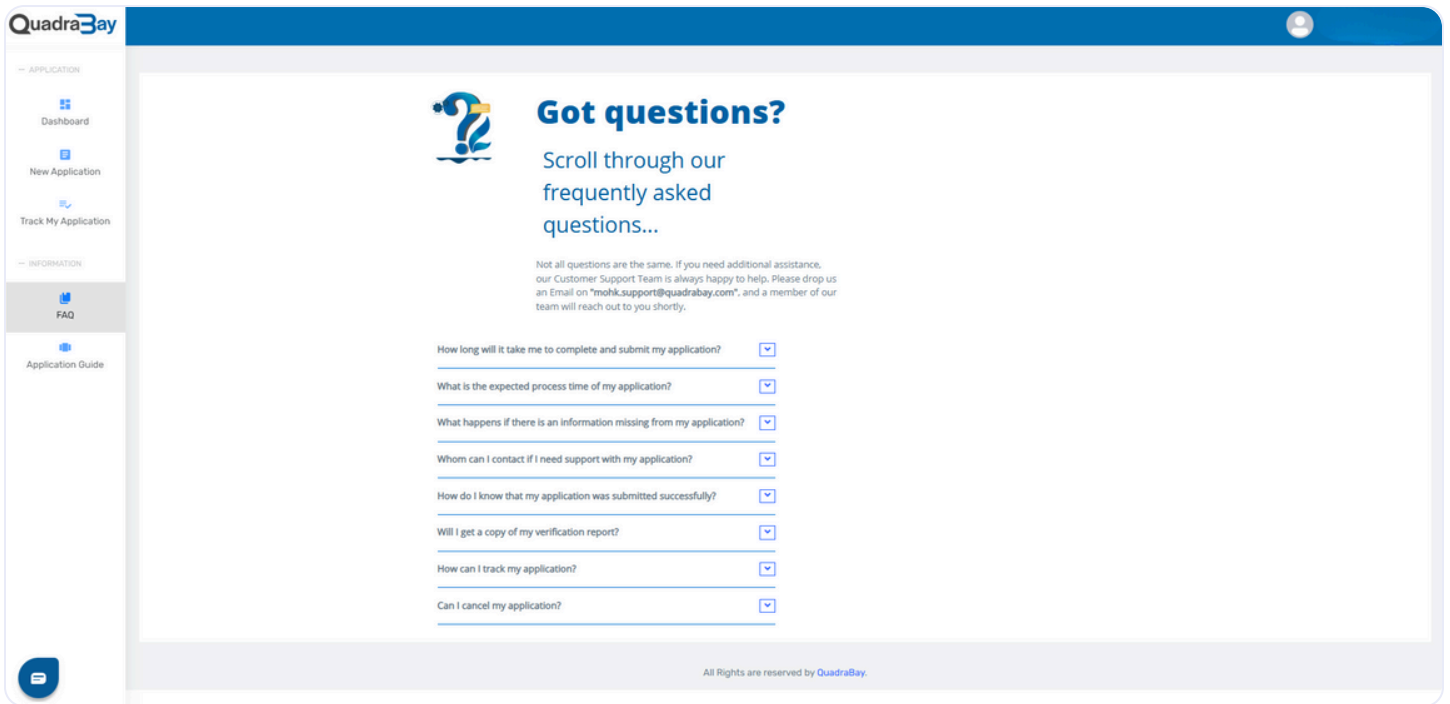
- If you choose Skip, you can opt in for **Concierge Service** which helps you in the application process.



- Once you log in, you will then be redirected to the Candidate Information Page, which will have all the information and instructions you need to start the application.
- Please carefully read all the instructions. You can view packages and download the consent form, which will be required at a later stage.
- The details on the consent form should match the same details as the applicant's passport.

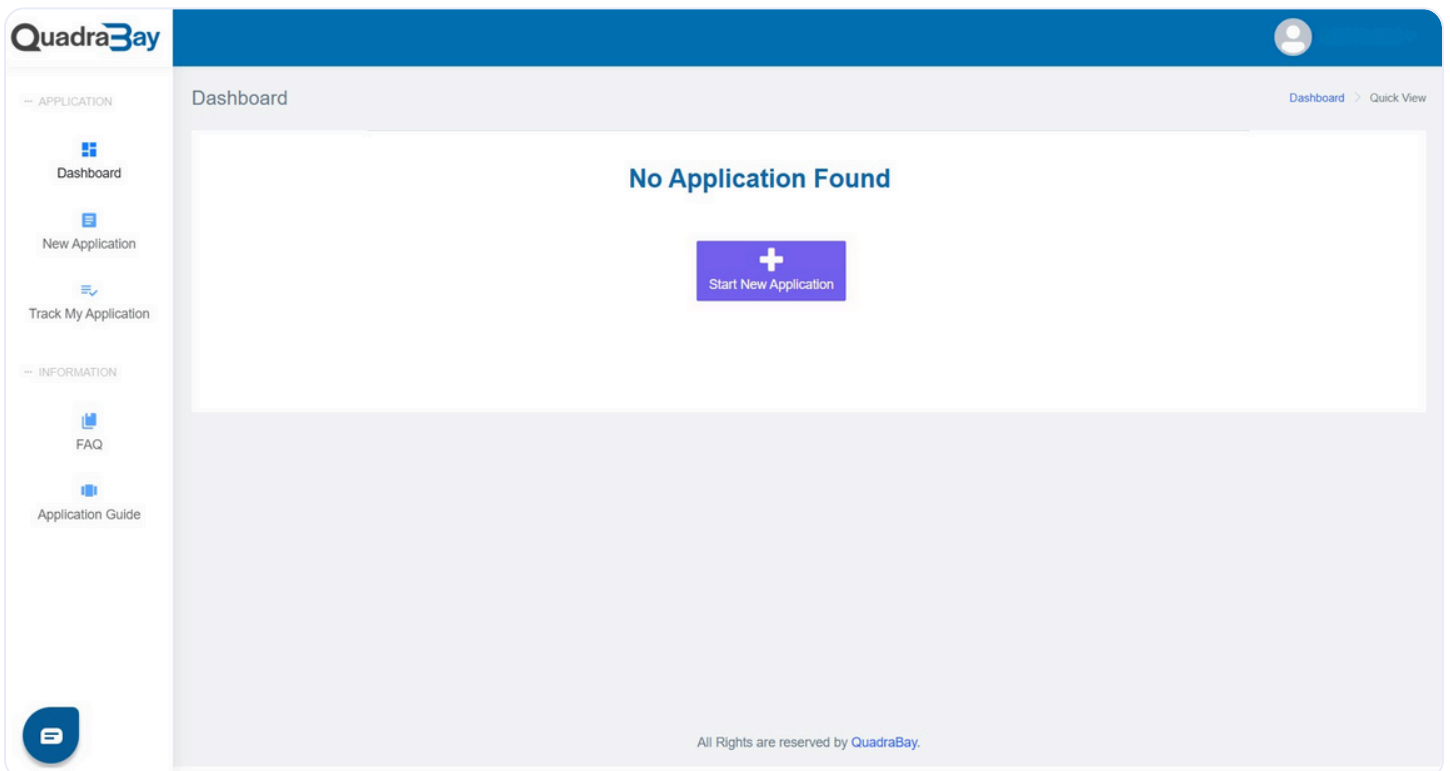


- If you have any questions, kindly refer to the FAQs section on the landing page.
- Throughout the application process, the Chat Now button can be used to get in touch with a customer service representative.



## Step 2: Application Details

- Select the Start New Application option.



- Select the package that suits the applicant's requirements. Once completed, click on Start Registration.



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APPLICATION

Dashboard

Application List

INFORMATION

FAQ

Application Guide

APPLICATION DETAILS PERSONAL DETAILS PAYMENT

Application Details

Application Type: \*  
New Application

Please enter the Hospital / Clinic Name:  
[Text Field]

Start Registration

Packages: \*  
-- Select Package --  
Physicians  
Allied Health Practitioners / Complementary Medicine  
Nurses  
Trainee No experience  
Clinical Nurse Specialist/ Nurse Practitioner / Nurse Educator  
Visiting Doctor  
Good Standing Certificates  
Good Standing Certificate and Employment Certificate  
Non- Medical Staff  
Dentist  
Pharmacists

Service Type: \*  
-- Select Service Type --

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## Step 3: Personal Details

- Fill in the applicant's personal details and passport details. The fields highlighted with a red asterisk (\*) need to be filled out since they are mandatory.

QuadraBay

APPLICATION

Dashboard

New Application

Track My Application

INFORMATION

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Application Guide

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS PAYMENT

Personal Details

The reference No. for the current Application is --119--

Title: \*  
[Text Field]

First Name: \*  
[Text Field]

Middle Name: \* N/A  
[Text Field]

Last Name: \*  
[Text Field]

☐ Other Name (If your name has changed at any point please click here and complete the form.)

Date of Birth: \*  
1-01-01

Country of Birth: \*  
-- Select Country --

Nationality: \*  
-- Select Country --

Gender: \*  
[Text Field]

Email: \*  
[Text Field]

Contact No.: \*  
[Text Field]

Passport Details

Passport No.: \*  
[Text Field]

Issuing Country: \*  
-- Select Country --

Expiry Date: \*  
1-01-01

Upload only PDF, JPEG, JPG, PNG & maximum 5MB  
[Text Field] [Browse]

Download Consent

- The Consent Form can be downloaded by clicking on Download Consent button at the bottom of the page and signed manually by the applicant.

- Read the details carefully and ensure that the information is accurate. Once completed, add it to the application by selecting Browse. Upload the signed form, save and close.
- **Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.**

The screenshot shows a 'Consent Form' section with instructions: 'Click "Download Consent," ensure the applicant signs it, then upload the scanned copy.' Below this, there is a text input field for 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB', a 'Select File' button, and a 'Browse' button. To the right are two buttons: 'Sign Digital LOA' and 'Download Consent'. At the bottom of the form area are 'Previous Step' and 'Save & Continue' buttons. A footer note states 'All Rights are reserved by QuadraBay'.

- A pop up will appear; read it carefully before pressing 'OK'.

## Step 4: Education Details

- Select the Add option to add the applicant's education details.

The screenshot shows the 'Education Details' page in the QuadraBay application. The top navigation bar includes 'APPLICATION', 'PERSONAL DETAILS', 'EDUCATION DETAILS' (highlighted), 'LICENSE', 'EMPLOYMENT DETAILS', and 'PAYMENT'. The left sidebar contains 'APPLICATION' (Dashboard, New Application, Track My Application) and 'INFORMATION' (FAQ, Application Guide). The main content area is titled 'Education' and features a green 'Add' button. Below it is a table with columns: 'Establishment Name', 'Education Level', 'Country', and 'Date Awarded'. A 'Previous step' button is at the bottom left. A footer note states 'All Rights are reserved by QuadraBay'.

- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's educational documents.
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.

**QuadraBay**

APPLICATION

Dashboard

New Application

Track My Application

INFORMATION

FAQ

Application Guide

The reference No. for the current Application is

APPLICATION DETAILS

Education

Add

Establishment Name

Previous step

Name as Per Degree\* Education Entity Name\* Study Country\* City\*

Qualification Type\* Major/Specialization\* Did you complete\* Start Date\*

Yes

End Date\* Award Date\* Exam Date\* Study Type\*

Study Mode\*

Student Roll / ID No. College Name Issuing Authority Address: (Max 250 Characters)

Upload Education (Degree certificate \*\* Only 1 file allowed) \*

Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Documents (Multiple files allowed)

Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Save

- Save the information to **submit**. You can edit the information if needed.

**QuadraBay**

APPLICATION

Dashboard

New Application

Track My Application

INFORMATION

FAQ

Application Guide

The reference No. for the current Application is - 15A85NAA534205

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS PAYMENT

Education

Add

Establishment Name Education Level Country Date Awarded

PSUT Bachelor ALBANIA 2025-11-01T00:00:00

Previous step

Go to Next Step

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- After completion, **review** it and then proceed to the next step.

## Step 5: Professional License

- Select the **Add** option to add the applicant's professional license.

The reference No. for the current Application is - 4578901234567890

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS **LICENSE** EMPLOYMENT DETAILS PAYMENT

### Professional License

[Add](#)

Provider Name Speciality Issuing Country Issue Date Expiry Date [Settings](#)

[Previous step](#) [Go to next step](#)

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- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's license.

Professional License

Issuing Authority\* License Type\* Document ID (Number)\*

Issuing Country\* City\* Issue Date\*

Upload Certificate (\*\* Only 1 file allowed)  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Document (Optional \*\* Only 1 file allowed)  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB

Choose a File or Drag it here

[Save & Continue](#)

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- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

The reference No. for the current Application is - 6615555555555555

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS **LICENSE** EMPLOYMENT DETAILS PAYMENT

### Professional License

[Add](#)

Provider Name	Speciality	Issuing Country	Issue Date	Expiry Date	
ISSUING AUTHORITY NAME	LIFETIME	ALBANIA	2011-11-02T00:00:00	2025-11-03T00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

[Previous step](#) [Go to next step](#)

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- After completion, review it and then proceed to the next step.

## Step 6: Employment Details

- Select the [Add](#) option to add the applicant's employment details.

The reference No. for the current Application is - 6615555555555555

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE **EMPLOYMENT DETAILS** PAYMENT

### Experience

[Add](#)

Company Name	Position	Employment Type	
--------------	----------	-----------------	--

[Previous Step](#)

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- Fill out the mandatory fields marked with a red asterisk (\*) and [upload clear copies](#) of the applicant's employment documents.



**Employment Details**

Employer Name\* Employment Type\* Position/Job Title\* Department\*

Current Employer\* Start Date\* End Date\* Country\*

Town/City\* Type of Facility\* Leave Duration (Days)\* Total No Of Beds\*

HR / Employer Name\* HR / Employer Email\* HR / Employer Phone\* Reason For Leaving\*

Upload Document (\*\* Only 1 file allowed\*)  
Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Documents (Optional \*\* Multiple files are allowed)  
Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Save

List of Attachments Uploaded

Document Name	Type
---------------	------

- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

The reference No. for the current Application is

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE **EMPLOYMENT DETAILS** PAYMENT

Experience

Add

Company Name	Position	Employment Type	
EMPLOYER NAME	MARKETING	FullTime	

Previous Step Go to Next Step

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- After completion, review it and then proceed to the next step.

## Step 7: Payment

After you have finished uploading all of the documents, the next step is making the payment.

- You can tick the **Use Same Details as Personal Information** option, The required fields of information will be filled up automatically once this option is enabled.

The reference No. for the current Application is - 4574924634343

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS **PAYMENT**

**Complete**

Please click on **Pay & Finish** to complete your Application.

☒ Use same details as personal information

Title \* First Name \* Last Name \*

Select Title First Name Last Name

Code \* Mobile \* Email \*

Mobile Number E-mail

Billing Address \* City \* State \*

Billing Address City State

Postal Code \* Country \*

Postal Code

Previous Step Pay & Finish

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- Next, the **payment summary** will pop up. Carefully review it and then proceed to pay.
- You can sign up to our **SMS Service** at checkout for real-time updates.
- Upon completion, a **payment receipt** will be sent to the registered email address.

The reference No. for the current Application is - 4574924634343

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS **PAYMENT**

**Complete**

Please click on **Pay & Finish** to complete your Application.

☒ Use same details as personal information

Title \* First Name \* Last Name \*

Select Title First Name Last Name

Code \* Mobile \* Email \*

Mobile Number E-mail

Billing Address \* City \* State \*

Billing Address City State

Postal Code \* Country \*

Postal Code

Previous Step Pay & Finish

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**Payment Summary**

Service Type: Standard

Product	Unit Price	Quantity	Total
Physicians / Dentist	1,100.00	1.00	1,100.00
SMS Notification	10.00	1.00	10.00

Sub Total: 1,110.00 QAR  
Total: 1,110.00 QAR

☒ Receive real-time updates on your application status by opting in for our paid SMS service

The total amount is including administrative charges

\* Note: Once you click on Agree & Pay you will not be able to update or add any of the components in your application!

Agree & Pay Pay & Finish

## Good Standing Certificates Package

- If you select the Good Standing Certificates package, follow the steps below to add the document to your application.

The reference No. for the current Application is → 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 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612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 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2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210

The screenshot shows the 'Goodstanding Certificate' form in the QuadraBay application. The form is a modal window with a blue header and a white body. It contains the following fields and controls:

- Issuing Authority:** A text input field.
- Certificate Type:** A dropdown menu with 'Goodstanding' selected.
- Document Number:** A text input field.
- Issuing Country:** A dropdown menu with '-- Select Country --'.
- City:** A text input field.
- Issue Date:** A date picker.
- Expiry Date (If Applicable):** A date picker.
- Upload Certificate:** A section with 'Select File' and 'Browse' buttons. Below it, text reads: 'Upload only PDF, JPEG, JPG, PNG and maximum 5MB'.
- Supporting Doc:** A section with 'Select File' and 'Browse' buttons. Below it, text reads: 'Upload only PDF, JPEG, JPG, PNG and maximum 5MB'.
- Buttons:** 'Previous step' (blue), 'Go to next step' (blue), and 'Save & Close' (blue).

The background shows the application details page with a progress bar indicating the current step.

- Save the information to submit. You can edit the information if needed.

The screenshot shows the 'Good Standing Certificate' page in the QuadraBay application after completion. The page has a blue header with a 'Goodstanding Saved' notification. The main content area displays a table with the following data:

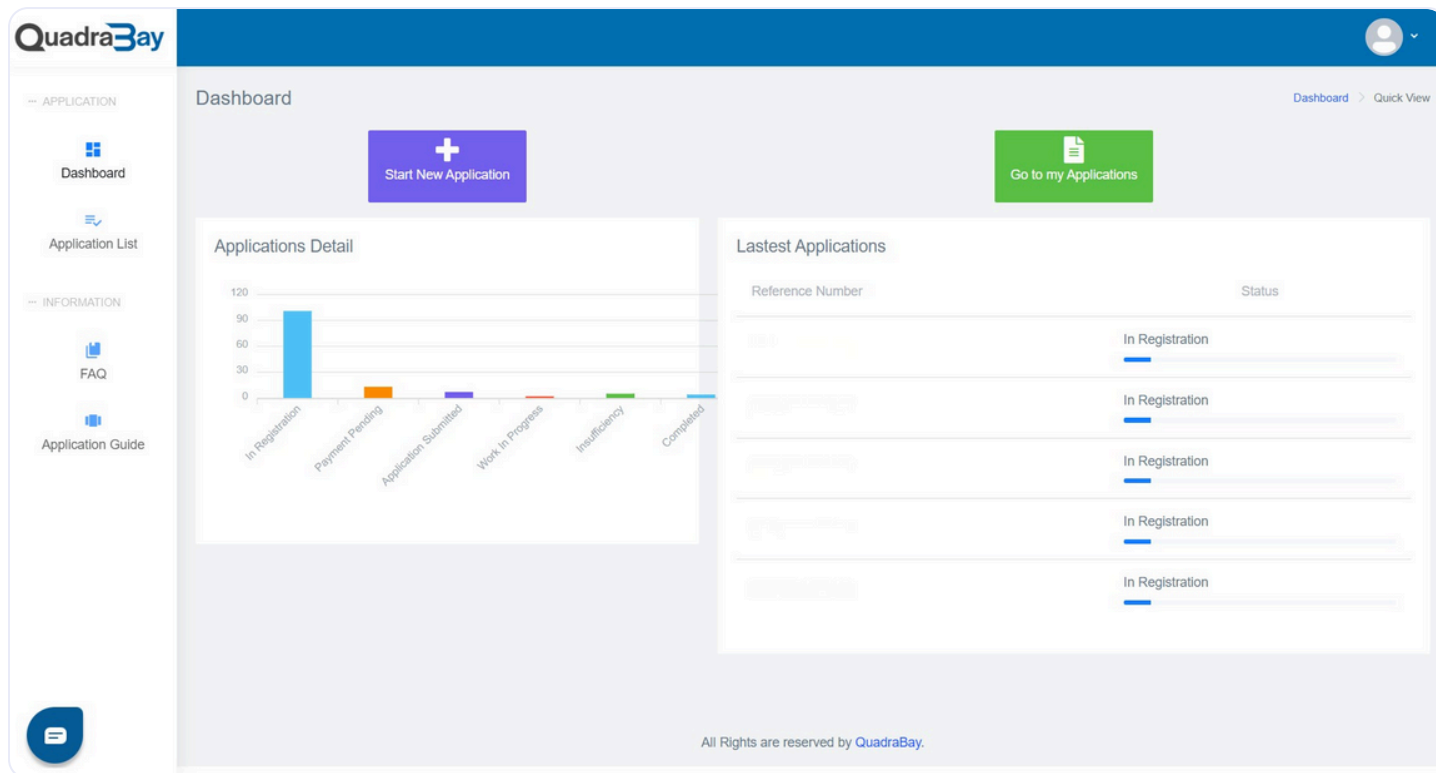
IA Name	Certificate Name	Country	Issue Date	Expiry Date	
ISSUING AUTHORITY NAME	GOODSTANDING	ALGERIA	2025-11-01T19:00:00	2025-11-08T19:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

The page also includes a progress bar at the top with four steps: APPLICATION DETAILS, PERSONAL DETAILS, GOODSTANDING (current), and PAYMENT. At the bottom, there are 'Previous step' and 'Go to next step' buttons.

- After completion, review it and then proceed to the next step.

## Dashboard

- You can view the applications summary through the dashboard on the portal.



## Application List

- You can access the full list of applications through the **Application List** page on the portal.

The Application List page displays a table of applications with columns for Qb Ref., DHP No., Candidate Name, Client Name, Application Received, Application Completed, Status, and Report Sent. A 'View' button is highlighted for the first application.

Qb Ref.	DHP No.	Candidate Name	Client Name	Application Received	Application Completed	Status	Report Sent
7200064			Ministry of Public Health	2020-07-01T10:30:51.223		Work In Progress	<input type="checkbox"/>
			Ministry of Public Health	2020-07-16T09:08:03.823		Payment Pending	<input type="checkbox"/>
			Ministry of Public Health	2020-07-16T10:02:37.74		Payment Pending	<input type="checkbox"/>
			Ministry of Public Health	2020-07-27T14:07:43.89		Work In Progress	<input type="checkbox"/>
			Ministry of Public Health	2024-11-24T16:46:20.93		In Registration	<input type="checkbox"/>
			Ministry of Public Health	2024-11-24T16:48:04.33		In Registration	<input type="checkbox"/>
			Ministry of Public Health	2024-11-24T17:50:12.227		In Registration	<input type="checkbox"/>

## Application Details

- You can expand and view the **detailed information** of each individual applicant.



**Application Detail**

Quick View

Client	QB Reference #	Client Ref #	Client Join #
Ministry of Public Health			

Created Date:	Complete Date:	Application Type:	Service Type:
2020-07-01T10:30:51.223		NA	

Hospital Name:

Personal Details

Education Details

Employment Details

Credential Details

Close

## Final Steps:

Keep track of the application by selecting the option on the left side of the dashboard or visit [www.track.quadrabay.com](http://www.track.quadrabay.com).

**QuadraBay** About us Solutions Application Hub Resources [Get Started](#)

## Track Your Verification Application Status

Stay Updated on Your Application Progress in Real-Time

**APPLICATION STATUS REPORT**

Application Ref: [redacted]

EDUCATION

UNIVERSITY

EDUCATION PROCESS

Submitted [redacted] [redacted] [redacted] [redacted] [redacted]

Enter Your Application ID

Date of Birth

[Track My Application](#)

Check the email regularly for any updates.

Need Help? We will handle it for you from start to finish with Concierge Service!

Concierge Service is an exclusive offering from QuadraBay Verification Services. Your verification applications will be handled by one of our dedicated managers, saving you time and effort.

You will receive personalized, one-on-one assistance during every step of the verification process from an experienced professional. To sign up for Concierge Service, you can:

- Request it through QuadraBay dedicated portal **dhp.quadrabay.com** upon signing up.
- Register your interest [here](#).
- Send us an email at **dhp.support@quadrabay.com** to request the service.

# A Detailed Guide for Individual Accounts to Completing the QuadraBay Department of Healthcare Professions - Ministry of Public Health - (DHP-MOPH) Qatar Primary Source Verification Application



QuadraBay is the trusted verification partner of the Department of Healthcare Professions - The Ministry of Public Health - (DHP-MOPH) Qatar, providing verification services for healthcare professionals.

We verify qualifications, degrees, and certificates, a crucial step for obtaining licenses. This service ensures that medical practitioners seeking to work in the State of Qatar meet the highest standards set by Department of Healthcare Professions - The Ministry of Public Health in Qatar.

Follow our step-by-step guide below to apply for the QuadraBay Primary Source Verification (PSV) for DHP-MOPH (Qatar).

## Step 1: Login with the Credentials

- Before you begin, make sure you have the below documents:
  - Passport Copy
  - Documents to be Verified according to DHP-MOPH Requirements (Copy of the degree, copy of the employment certificates, copy of the credential/any other documents that might be required for licensing)

- Signed Consent Form by the applicant
- Visit the official verification portal at <https://dhp.quadrabay.com/> to begin your application.

QuadraBay

وزارة الصحة العامة  
Ministry of Public Health  
دولة قطر

Enhance Your Application Experience

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

**Concierge Service**  
Let us take care of your application from start to finish with dedicated customer service support.

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

Username

Password

☐ Remember me [Forgot Password?](#)

Log In

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- Choose the appropriate account type (Individual or Corporate). Complete the required information and submit your registration details.

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وزارة الصحة العامة  
Ministry of Public Health  
دولة قطر

Enhance Your Application Experience

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

**Concierge Service**  
Let us take care of your application from start to finish with dedicated customer service support.

**SMS Service**  
Get push notifications and real-time updates on your application status and requirements

Individual Account Corporate Account

Title

First Name

Last Name

Email

Country Code

Mobile No.

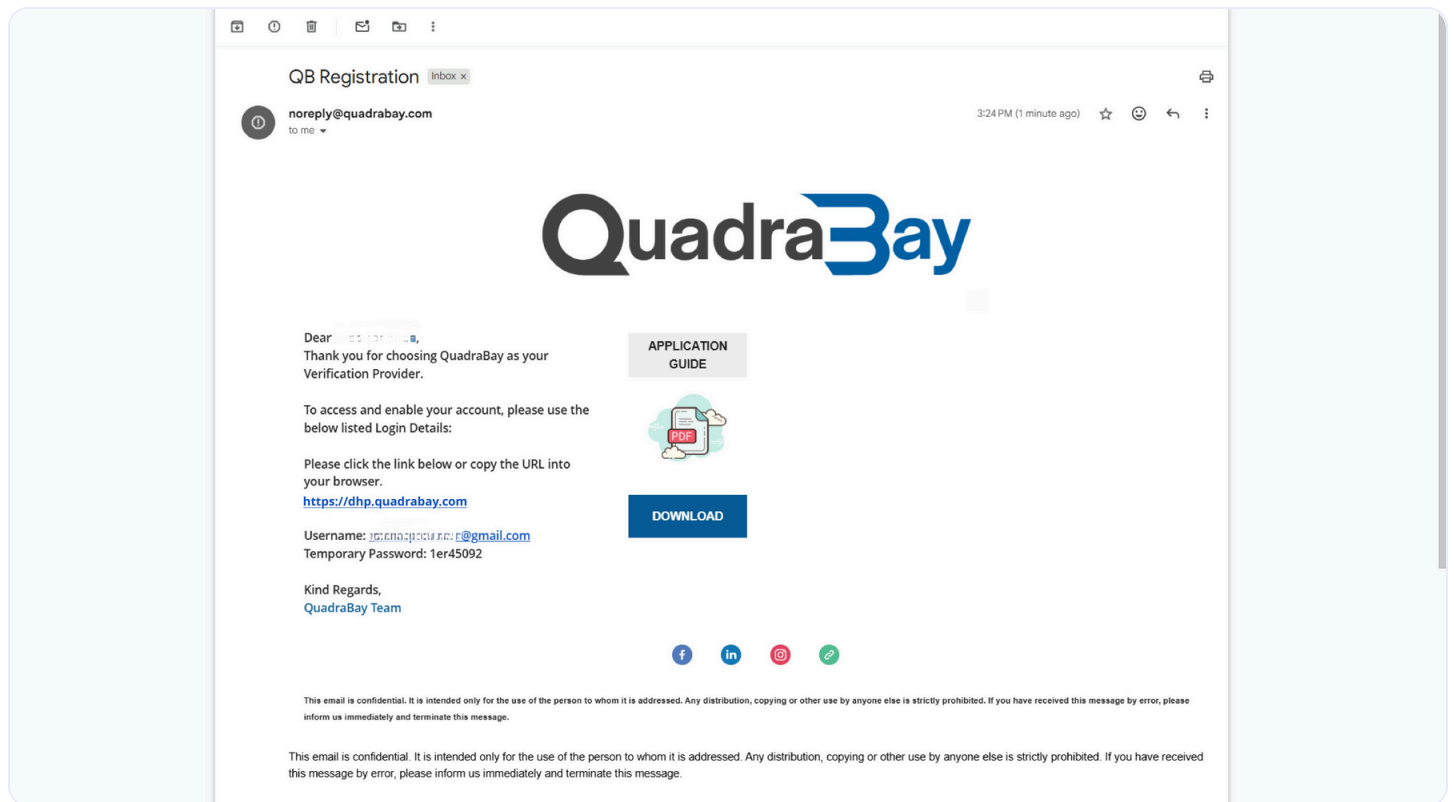
Select Country

☐ I agree to all Terms & Conditions

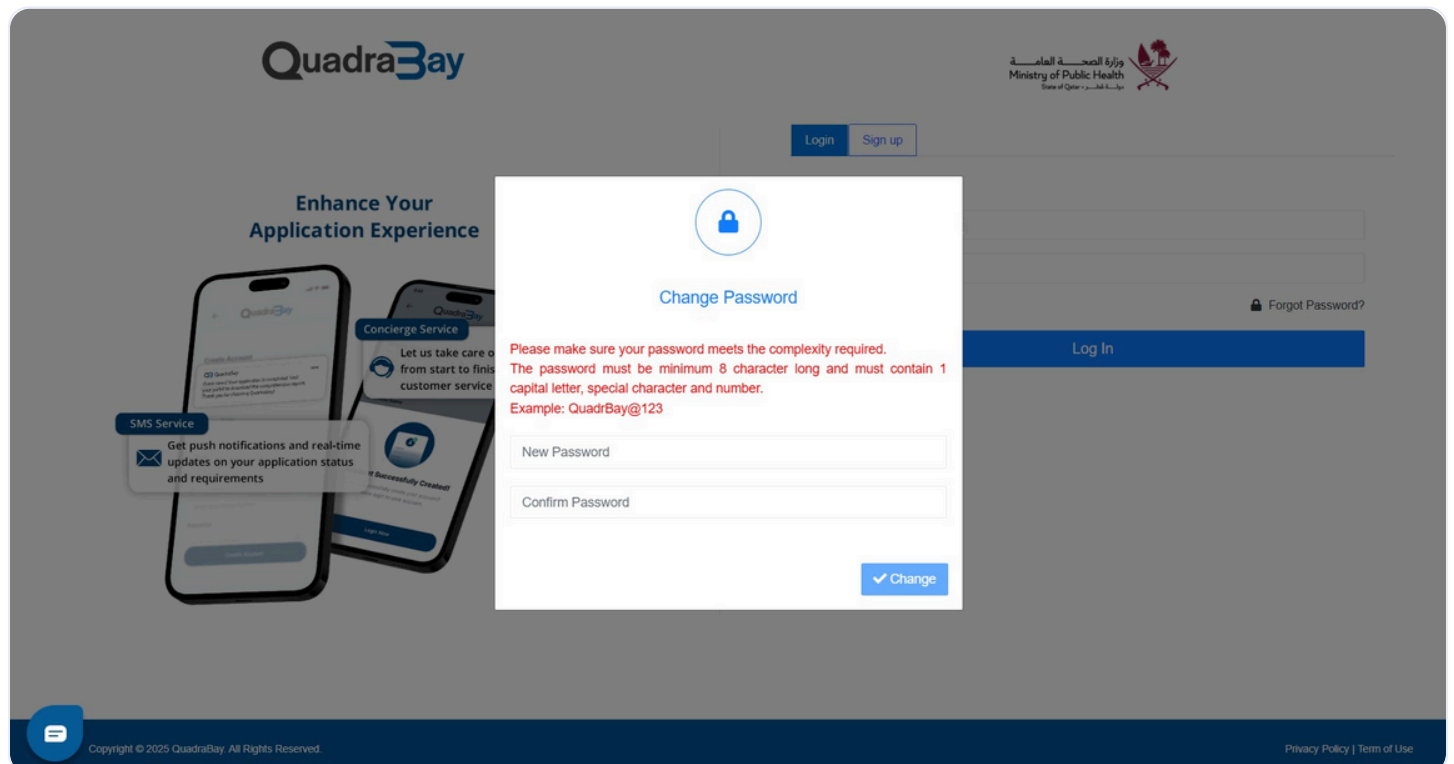
SIGN UP

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- After registration, you will receive an email containing a one-time password (OTP). Enter this code on the portal to verify your identity and activate your account.



- After copying the password, you can navigate back to the portal.
- Once you log in, you will be asked to Change Password.



- You have the option to choose a VIP Package that provides additional benefits.

**VIP Package**  
Premium Service

- ✓ Priority Processing
- ✓ Dedicated Support
- ✓ Fast Track Service
- ✓ Digital LOA Signing
- ✓ Express Documentation
- ✓ 24/7 Customer Service

**Would you like to continue with our VIP Package?**  
Enjoy premium benefits and priority service

✓ Yes, Continue with VIP    → Skip

- If you continue with **VIP Package**, proceed to attach and submit the required documents.
  - **Step 1:** Upload the signed Consent Form (LOA), or sign the LOA digitally.
  - **Step 2:** Upload passport details of the applicant.

← Back

VIP Package Selected

1 LOA Document    2 Passport Verification

**Step 1: Letter of Authorization (LOA)**  
Choose how you would like to handle your LOA document

☒ **Sign LOA Now**  
Review and sign the LOA digitally

☐ **Upload Signed LOA**  
Upload your pre-signed LOA document

→ Continue to Passport Upload

← Back

VIP Package Selected

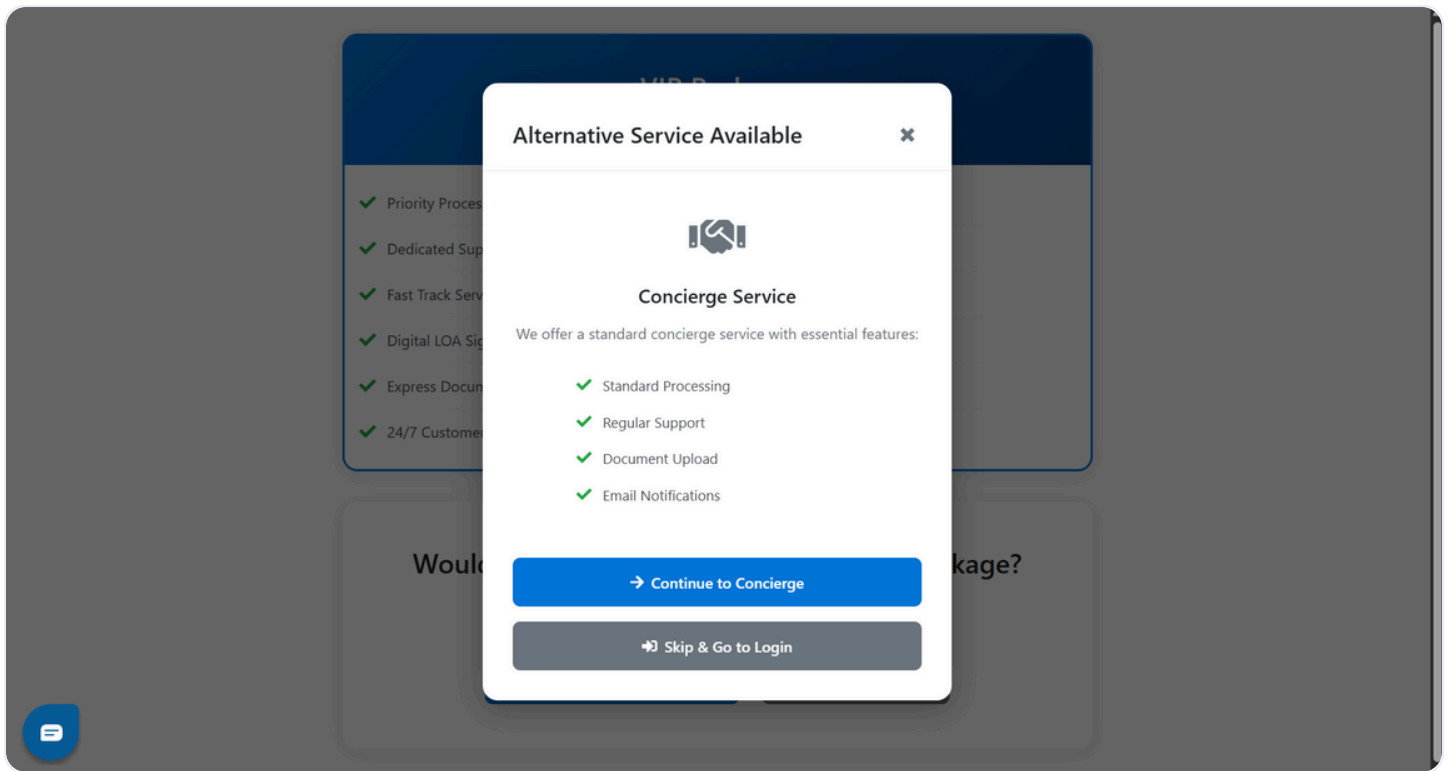
1 LOA Document    2 Passport Verification

**Step 2: Passport Verification**  
Upload a copy of your passport for identity verification

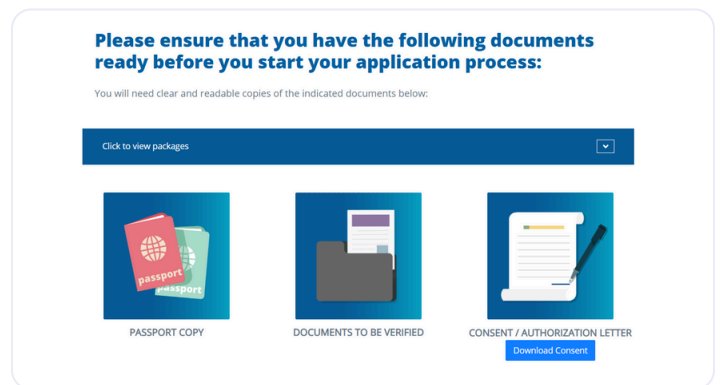
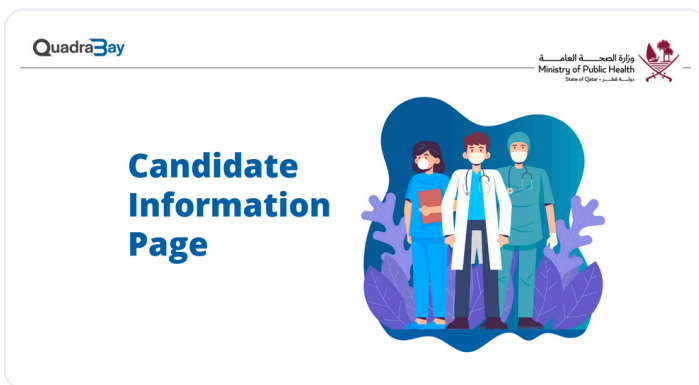
**Upload your passport**  
(JPG, PNG, or PDF format (max 5MB))

→ Proceed with VIP Package

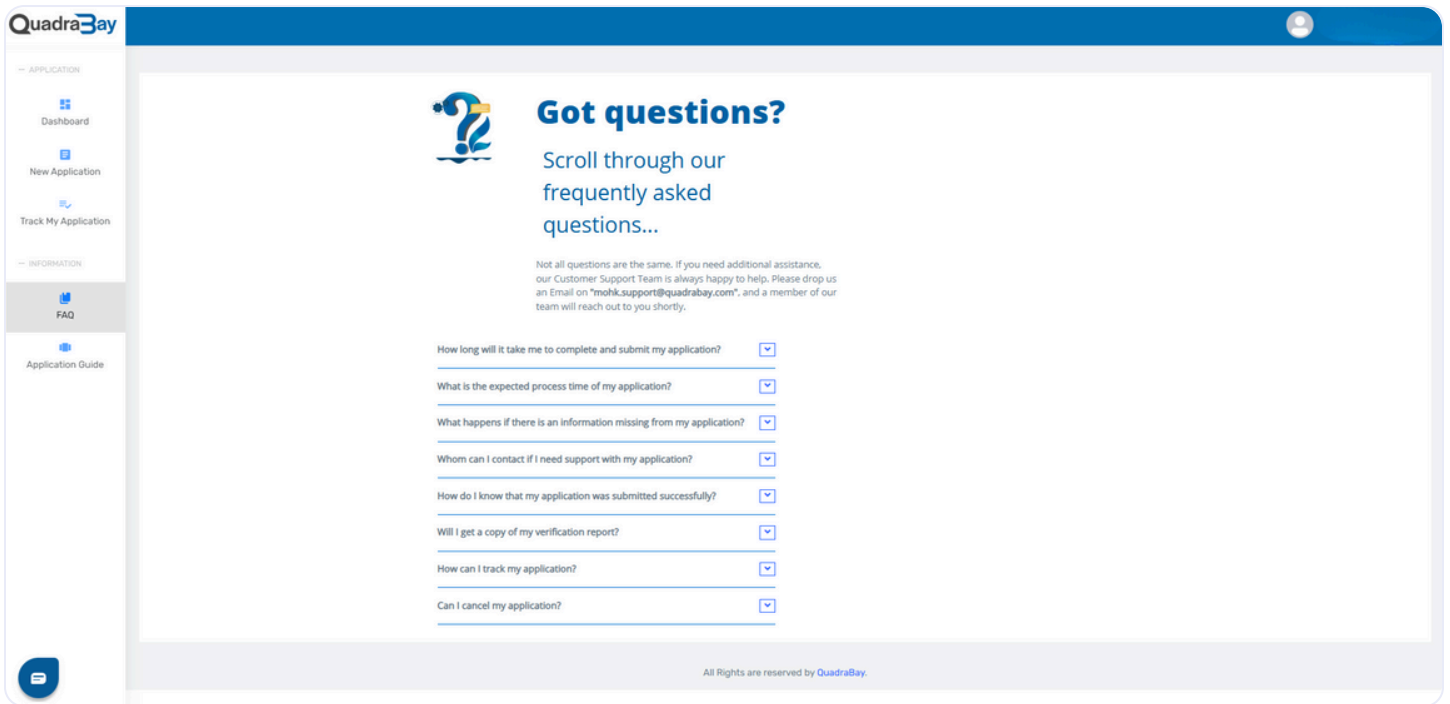
- If you choose Skip, you can opt in for **Concierge Service** which helps you in the application process.



- Once you log in, you will then be redirected to the Candidate Information Page, which will have all the information and instructions you need to start the application.
- Please carefully read all the instructions. You can view packages and download the consent form, which will be required at a later stage.
- The details on the consent form should match the same details as the applicant's passport.

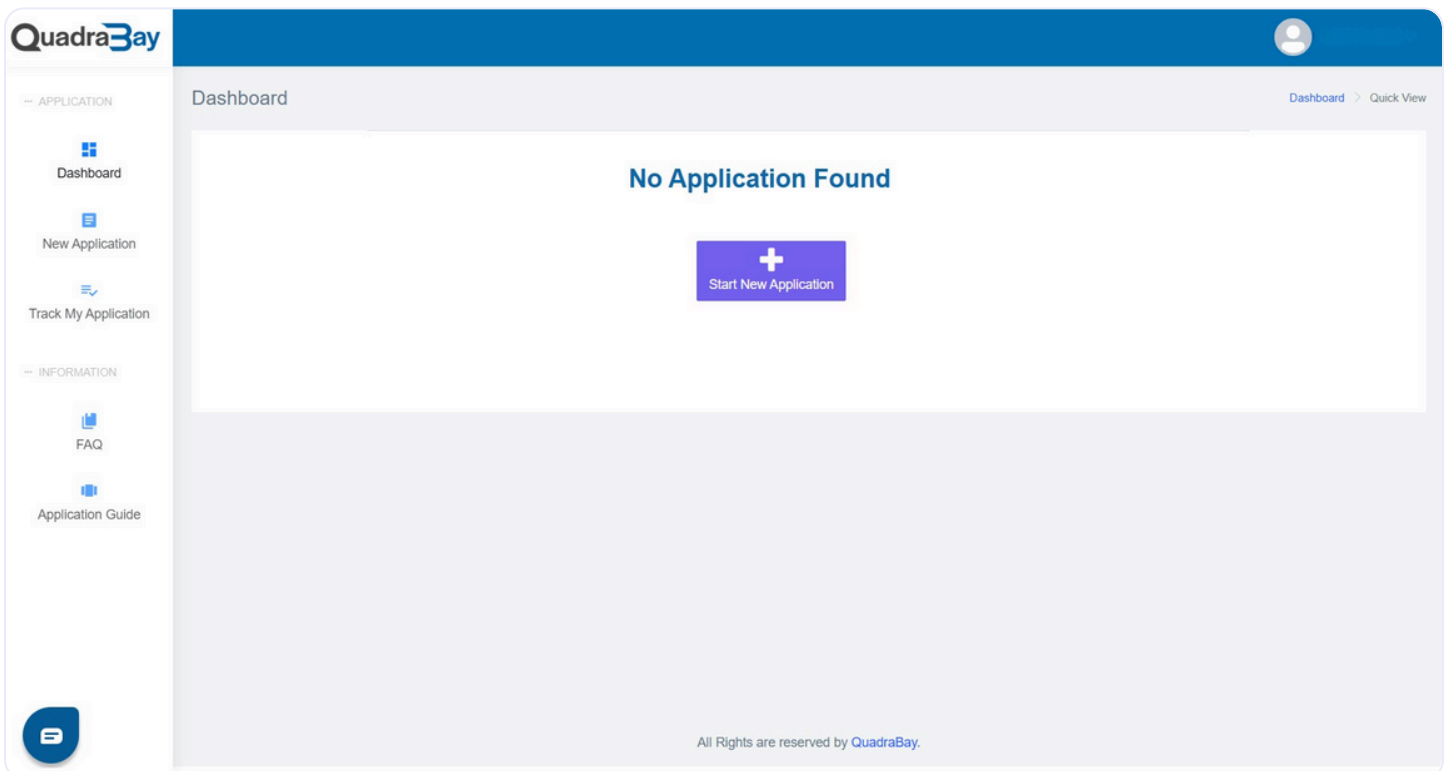


- If you have any questions, kindly refer to the FAQs section on the landing page.
- Throughout the application process, the Chat Now button can be used to get in touch with a customer service representative.



## Step 2: Application Details

- Select the Start New Application option.



- Select the package that suits the applicant's requirements. Once completed, click on Start Registration.



QuadraBay

APPLICATION

Dashboard

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APPLICATION DETAILS PERSONAL DETAILS PAYMENT

Application Details

Application Type: \*  
New Application

Please enter the Hospital / Clinic Name:  
[Text Field]

Start Registration

Packages: \*  
-- Select Package --  
Physicians  
Allied Health Practitioners / Complementary Medicine  
Nurses  
Trainee No experience  
Clinical Nurse Specialist/ Nurse Practitioner / Nurse Educator  
Visiting Doctor  
Good Standing Certificates  
Good Standing Certificate and Employment Certificate  
Non- Medical Staff  
Dentist  
Pharmacists

Service Type: \*  
-- Select Service Type --

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## Step 3: Personal Details

- Fill in the applicant's personal details and passport details. The fields highlighted with a red asterisk (\*) need to be filled out since they are mandatory.

QuadraBay

APPLICATION

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APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS PAYMENT

The reference No. for the current Application is --119--

Personal Details

Title: \*  
[Text Field]

First Name: \*  
[Text Field]

Middle Name: \* N/A  
N/A

Last Name: \*  
[Text Field]

☐ Other Name (If your name has changed at any point please click here and complete the form.)

Date of Birth: \*  
1-01-01

Country of Birth: \*  
-- Select Country --

Nationality: \*  
-- Select Country --

Gender: \*  
[Dropdown Menu]

Email: \*  
[Text Field]

Contact No.: \*  
[Text Field]

Passport Details

Passport No.: \*  
[Text Field]

Issuing Country: \*  
-- Select Country --

Expiry Date: \*  
1-01-01

Upload only PDF, JPEG, JPG, PNG & maximum 5MB \*  
[Select File] [Browse]

- The Consent Form can be downloaded by clicking on Download Consent button at the bottom of the page and signed manually by the applicant.

- Read the details carefully and ensure that the information is accurate. Once completed, add it to the application by selecting Browse. Upload the signed form, save and close.
- **Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.**

The screenshot shows a 'Consent Form' section with instructions: 'Click "Download Consent," ensure the applicant signs it, then upload the scanned copy.' Below this, there is a text input field for 'Upload only PDF, JPEG, JPG, PNG & maximum 5MB', a 'Select File' button, and a 'Browse' button. To the right are two buttons: 'Sign Digital LOA' and 'Download Consent'. At the bottom of the form area are 'Previous Step' and 'Save & Continue' buttons. A footer note states 'All Rights are reserved by QuadraBay'.

- A pop up will appear; read it carefully before pressing 'OK'.

## Step 4: Education Details

- Select the Add option to add the applicant's education details.

The screenshot displays the 'Education Details' section of the QuadraBay application. The top navigation bar includes 'APPLICATION', 'PERSONAL DETAILS', 'EDUCATION DETAILS' (highlighted), 'LICENSE', 'EMPLOYMENT DETAILS', and 'PAYMENT'. The left sidebar contains links for 'Dashboard', 'New Application', 'Track My Application', 'FAQ', and 'Application Guide'. The main content area is titled 'Education' and features a green 'Add' button. Below the button is a table with columns: 'Establishment Name', 'Education Level', 'Country', and 'Date Awarded'. A 'Previous step' button is located at the bottom left of the table area. A footer note states 'All Rights are reserved by QuadraBay'.

- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's educational documents.
- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.

**QuadraBay**

APPLICATION

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The reference No. for the current Application is

APPLICATION DETAILS

Education

Add

Establishment Name

Previous step

**Education Details**

Name as Per Degree\* Education Entity Name\* Study Country\* City\*

Qualification Type\* Major/Specialization\* Did you complete\* Start Date\*

Yes

End Date\* Award Date\* Exam Date\* Study Type\*

Study Mode\*

Student Roll / ID No. College Name Issuing Authority Address: (Max 250 Characters)

Upload Education (Degree certificate \*\* Only 1 file allowed) \*

Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Documents (Multiple files allowed)

Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Save

- Save the information to **submit**. You can edit the information if needed.

**QuadraBay**

APPLICATION

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The reference No. for the current Application is - 15A555AA554205

APPLICATION DETAILS PERSONAL DETAILS **EDUCATION DETAILS** LICENSE EMPLOYMENT DETAILS PAYMENT

Education

Add

Establishment Name	Education Level	Country	Date Awarded
PSUT	Bachelor	ALBANIA	2025-11-01T00:00:00

Previous step

Go to Next Step

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- After completion, **review** it and then proceed to the next step.

## Step 5: Professional License

- Select the **Add** option to add the applicant's professional license.

QuadraBay

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The reference No. for the current Application is - 4567890123456789

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS **LICENSE** EMPLOYMENT DETAILS PAYMENT

Professional License

Add

Provider Name Speciality Issuing Country Issue Date Expiry Date

Previous step Go to next step

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- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's license.

QuadraBay

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The reference No. for the current Application is - 4567890123456789

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS **LICENSE** EMPLOYMENT DETAILS PAYMENT

Professional License

Add

Provider Name

Previous step Go to next step

Professional License

Issuing Authority\* License Type\* Document ID (Number)\*

Issuing Country\* City\* Issue Date\*

Upload Certificate (\*\* Only 1 file allowed)  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Document (Optional \*\* Only 1 file allowed)  
Upload only PDF, JPEG, JPG, PNG & maximum 5MB

Choose a File or Drag it here

Save & Continue

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- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

QuadraBay

Credential Updated

APPLICATION

Dashboard

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The reference No. for the current Application is - 66155555555555

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS **LICENSE** EMPLOYMENT DETAILS PAYMENT

Professional License

Add

Provider Name	Speciality	Issuing Country	Issue Date	Expiry Date	
ISSUING AUTHORITY NAME	LIFETIME	ALBANIA	2011-11-02T00:00:00	2025-11-03T00:00:00	<a href="#">Edit</a> <a href="#">Delete</a>

Previous step Go to next step

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- After completion, review it and then proceed to the next step.

## Step 6: Employment Details

- Select the Add option to add the applicant's employment details.

QuadraBay

The reference No. for the current Application is - 66155555555555

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE **EMPLOYMENT DETAILS** PAYMENT

Experience

Add

Company Name	Position	Employment Type	
			<a href="#">Edit</a>

Previous Step

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- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's employment documents.

**Employment Details**

Employer Name\* Employment Type\* Position/Job Title\* Department\*

Current Employer\* Start Date\* End Date\* Country\*

Town/City\* Type of Facility\* Leave Duration (Days)\* Total No Of Beds\*

HR / Employer Name\* HR / Employer Email\* HR / Employer Phone\* Reason For Leaving\*

Upload Document (\*\* Only 1 file allowed\*)  
Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Other Supporting Documents (Optional \*\* Multiple files are allowed)  
Upload only PDF,JPEG,JPG,PNG & maximum 5MB

Choose a File or Drag it here

Save

List of Attachments Uploaded

Document Name	Type
---------------	------

- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.
- Save the information to submit. You can edit the information if needed.

The reference No. for the current Application is

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE **EMPLOYMENT DETAILS** PAYMENT

Experience

Add

Company Name	Position	Employment Type	
EMPLOYER NAME	MARKETING	FullTime	

Previous Step Go to Next Step

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- After completion, review it and then proceed to the next step.

## Step 7: Payment

After you have finished uploading all of the documents, the next step is making the payment.

- You can tick the **Use Same Details as Personal Information** option, The required fields of information will be filled up automatically once this option is enabled.

The reference No. for the current Application is - 45749246349243

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS **PAYMENT**

Complete

Please click on Pay & Finish to complete your Application.

☒ Use same details as personal information

Title \* First Name \* Last Name \*

Select Title First Name Last Name

Code \* Mobile \* Email \*

Mobile Number E-mail

Billing Address \* City \* State \*

Billing Address City State

Postal Code \* Country \*

Postal Code

Previous Step Pay & Finish

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- Next, the **payment summary** will pop up. Carefully review it and then proceed to pay.
- You can sign up to our **SMS Service** at checkout for real-time updates.
- Upon completion, a **payment receipt** will be sent to the registered email address.

The reference No. for the current Application is - 45749246349243

APPLICATION DETAILS PERSONAL DETAILS EDUCATION DETAILS LICENSE EMPLOYMENT DETAILS **PAYMENT**

Complete

Please click on Pay & Finish to complete your Application.

☒ Use same details as personal information

Title \* First Name \* Last Name \*

Select Title First Name Last Name

Code \* Mobile \* Email \*

Mobile Number E-mail

Billing Address \* City \* State \*

Billing Address City State

Postal Code \* Country \*

Postal Code

Previous Step Pay & Finish

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**Payment Summary**

Service Type: Standard

Product	Unit Price	Quantity	Total
Physicians / Dentist	1,100.00	1.00	1,100.00
SMS Notification	10.00	1.00	10.00

Sub Total: 1,110.00 QAR

Total: 1,110.00 QAR

☒ Receive real-time updates on your application status by opting in for our paid SMS service

The total amount is including administrative charges

\* Note: Once you click on Agree & Pay you will not be able to update or add any of the components in your application!

Agree & Pay

# Good Standing Certificates Package

- If you select the Good Standing Certificates package, follow the steps below to add the document to your application.

The screenshot shows the QuadraBay application interface. The top navigation bar is blue with the QuadraBay logo on the left and a user profile icon on the right. Below the navigation bar, there's a progress bar with four steps: APPLICATION DETAILS (active), PERSONAL DETAILS, GOODSTANDING, and PAYMENT. The main content area is titled 'Application Details' and contains three dropdown menus: 'Application Type:' with 'New Application' selected, 'Packages: \*' with 'Good Standing Certificates' selected, and 'Service Type: \*' with 'Standard' selected. Below these is a text input field for 'Hospital Name' with the placeholder text 'Please enter the Hospital / Clinic Name:'. Underneath the input field, there are two bullet points: '• Verification of Two to Three Good Standing Certificates' and '• GlobeX – Global Data Base Check'. At the bottom of the form is a purple button labeled 'Update Application'. The footer of the page states 'All Rights are reserved by QuadraBay'.

- Select the Add option to add the applicant's good standing details.

The screenshot shows the QuadraBay application interface at the 'Good Standing Certificate' step. The top navigation bar is blue with the QuadraBay logo on the left and a user profile icon on the right. Below the navigation bar, there's a progress bar with four steps: APPLICATION DETAILS, PERSONAL DETAILS, GOODSTANDING (active), and PAYMENT. The main content area is titled 'Good Standing Certificate' and features a green button with a plus icon and the text 'Add'. Below this is a table with five columns: 'IA Name', 'Certificate Name', 'Country', 'Issue Date', and 'Expiry Date'. At the bottom of the table is a gear icon. Below the table are two purple buttons: 'Previous step' on the left and 'Go to next step' on the right. The footer of the page states 'All Rights are reserved by QuadraBay'.

- Fill out the mandatory fields marked with a red asterisk (\*) and upload clear copies of the applicant's good standing document.



- Please ensure that the file name of the uploaded document begins with a letter. Avoid starting with numbers, special characters, or symbols.

**Goodstanding Certificate**

Issuing Authority:\*

Certificate Type:\*

Document Number:

Issuing Country:\*

City:

Issue Date:\*

Expiry Date: (If Applicable)

Upload Certificate \*

Supporting Doc:

Upload only PDF, JPEG, JPG, PNG and maximum 5MB

Upload only PDF, JPEG, JPG, PNG and maximum 5MB

Save & Close

- Save the information to **submit**. You can edit the information if needed.

**Good Standing Certificate**

Goodstanding Saved

IA Name	Certificate Name	Country	Issue Date	Expiry Date
ISSUING AUTHORITY NAME	GOODSTANDING	ALGERIA	2025-11-01T19:00:00	2025-11-08T19:00:00

Previous step

Go to next step

- After completion, **review** it and then proceed to the next step.

## Final Steps:

Keep track of the application by selecting the option on the left side of the dashboard or visit [www.track.quadrabay.com](http://www.track.quadrabay.com).

**QuadraBay**

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Get Started

### Track Your Verification Application Status

Stay Updated on Your Application Progress in Real-Time

Track My Application

Check the email regularly for any updates.

Need Help? We will handle it for you from start to finish with Concierge Service!

Concierge Service is an exclusive offering from QuadraBay Verification Services. Your verification applications will be handled by one of our dedicated managers, saving you time and effort.

You will receive personalized, one-on-one assistance during every step of the verification process from an experienced professional. To sign up for Concierge Service, you can:

- Request it through QuadraBay dedicated portal **dhp.quadrabay.com** upon signing up.
- Register your interest [here](#).
- Send us an email at **dhp.support@quadrabay.com** to request the service.