

## List of documents required along with the application

### Provisional Registration

- Self attested copy of S.S.L.C / Birth Certificate
- 1<sup>st</sup> Provisional Degree Certificate (attested copy by a gazetted officer with name designation and office seal)
- Bona-fide certificate from Principal of the concerned college (where the candidate studied) mentioning the period of Internship.
- Photograph (pasted on a white plain paper and attested by the principal of college where the candidate studied)
- Passport size Photograph (2 nos.)
- Self addressed A4 size envelope with postal stamp

#### Additional Documents Required

##### **Case 1**

Candidate completed the course in one college and prefer to carry out internship in another college affiliated to same University.

- NOC from college from where the candidate completed the course (attested copy by a gazetted officer with name designation and office seal)
- NOC from college where the candidate prefer to carry out internship (attested copy by a gazetted officer with name designation and office seal)

##### **Case 2**

Candidate completed the course in one college and prefer to carry out internship in another college affiliated to different University

- NOC from college from where the candidate completed the course

(attested copy by a gazetted officer with name designation and office seal)

- NOC from University to which the above mentioned college is affiliated (attested copy by a gazetted officer with name designation and office seal)
- NOC from college where the candidate prefer to carry out internship (attested copy by a gazetted officer with name designation and office seal)
- NOC from University to which the above mentioned college is affiliated (attested copy by a gazetted officer with name designation and office seal)

**Note : All the photographs provided with the application should be identical**

### BDS Registration

- Self attested copy of Birth Certificate / S.S.L.C
- Internship Certificate from the College where the candidate completed the course (attested copy by a Gazetted officer with Name, Designation and Office seal)
- Degree / II<sup>nd</sup> Provisional Certificate (attested copy by a Gazetted officer with Name, Designation and Office seal)
- Original Provisional Registration Certificate issued from KDC.
- Address Proof (Self attested)
- Notarized Affidavit showing
  - a) Reason of delay in submitting the application for Registration after one year of completing the internship (if applicable)
  - b) Mention that he/she did not register in any other Dental Councils or practiced anywhere.
- Photograph (pasted on a white plain paper and attested by a Gazetted officer with Name, Designation and Office seal)
- Photograph (2 nos.)
- Self addressed A4 size envelope with postal stamp

Additional documents required

### **Case 1**

Candidate having only Provisional Registration with any other State Dental Councils

- Provisional Registration Certificate from concerned Council (Original needs to be surrendered)
- Notarized Affidavit\*

### **Case 2**

Candidate registered under any other State Dental Councils

- NOC from DCI
- NOC from other State Dental Council (in original)

### **Case 3**

Candidate not registered under any State Dental Councils

- If applicant is not registered in any other State Dental Council, the applicant should submit Notarized Affidavit\*

\* Notarized Affidavit in stamp paper worth Rs. 100/- stating the fact that “ he / she has not registered in any other State Dental Council, and have no fee dues and have not involved in any criminal cases or undergone any disciplinary action”. Mention that he/she is not practicing anywhere.

### **Case 4**

OCI (Overseas Citizenship of India)

- OCI Card (attested copy by a gazetted officer with name designation and office seal)
- Passport (attested copy by a gazetted officer with name designation and office seal)

### **Case 5**

Candidate studied in foreign countries

- Eligibility Test passing certificate from DCI (attested copy by a gazetted officer with name designation and office seal)

**Note : All the photographs provided with the application should be identical**

### DM, DH and DORA Registration

- Self attested copy of S.S.L.C / Birth Certificate
- Diploma Certificate (attested copy by a gazetted officer with name designation and office seal)
- 1<sup>st</sup> and II<sup>nd</sup> year Mark Lists of Diploma Course (attested copy by a gazetted officer with name designation and office seal)
- Address Proof (self Attested)
- Photograph (pasted on a white plain paper and attested by a Gazetted officer with Name, Designation and Office seal)
- Photograph (2 nos.)
- Self addressed A4 size envelope with postal stamp

### Additional documents required in case applicants studied outside Kerala

#### **Case 1**

Registered with any other State Dental Council

- NOC from the concerned State Dental Council (in original)

#### **Case 2**

Not registered with any other State Dental Council

- Notarized Affidavit\*

\*If applicant is not registered in any other State Dental Council, the applicant should submit an Notarized Affidavit in stamp paper worth Rs. 100/- stating the fact that “ he / she has not registered in any other State Dental Council, and have no fee dues and have not involved in any criminal cases or

undergone any disciplinary action”. Mention that he/she is not practicing anywhere. Mention the reason of delay in submitting the application for Registration (if applicable).

**Note : All the photographs provided with the application should be identical**

### Additional Registration

- Degree/Provisional Degree Certificate from University (attested copy by Gazetted officer with name, designation & Office seal)
- Copy of KDC Registration Certificate
- Copy of Last renewal of Registration
- Self addressed A4 size envelope with postal stamp

**Additional documents required for candidates studied in foreign countries**

- Eligibility test passing certificate from DCI (attested copy by Gazetted officer with name, designation & Office seal)

### Renewal

- Request Letter
- Registration/Renewal Certificate Copy
- Self addressed A4 size envelope with postal stamp

### Duplicate of 'Registration Certificate'

- Request letter
- Advertisement in any Daily( Full paper needed)
- Document of complaint registered in Police Station
- Notarized affidavit in Rs. 100/- Stamp Paper stating the reason of Loss.
- Copy of Registration/Renewal Certificate

- Photograph (pasted on a white plain paper and attested by a Gazetted officer with Name, Designation and Office seal)
- Photo (2 nos.)
- Self addressed A4 size envelope with postal stamp

### Duplicate of 'Additional Registration Certificate'

- Notarized affidavit in Rs 100/- Stamp Paper stating the reason of Loss.
- Request letter
- Copy of Registration/Renewal
- Self addressed A4 size envelope with postal stamp

### Duplicate of 'Renewal Certificate'

- Notarized affidavit in Rs 100/- Stamp Paper stating the reason of Loss.
- Request letter
- Copy of Registration/Renewal
- Self addressed A4 size envelope with postal stamp

### Revised 'Registration Certificate'

- Request
- Original Registration Certificate issued by KDC
- Photograph (pasted on a white plain paper and attested by a Gazetted officer with Name, Designation and Office seal)
- Photograph (2 nos.)
- Address Proof (Self attested)
- Gazette Notification if applicable (attested copy by Gazetted officer with name, designation & Office seal)
- Internship Certificate if applicable (attested copy by Gazetted officer with name, designation & Office seal)
- Degree Certificate if applicable (attested copy by Gazetted officer with name, designation & Office seal)

- Self addressed A4 size envelope with postal stamp

**Note : All the photographs provided with the application should be identical**

### **Revised 'Additional/Renewal Certificate'**

- Request
- Original Additional/Renewal Certificate issued by KDC
- Address Proof (Self attested)
- Self addressed A4 size envelope with postal stamp

### **NOC**

- Request Letter
- All original Certificates issued from KDC
- Self addressed A4 size envelope with postal stamp

### **NOC Provisional for Intern**

- Request Letter
- Copy of Provisional Registration Certificate from KDC
- NOC from Colleges (attested copy by Gazetted officer with name, designation & Office seal)
- NOC from Universities, if applicable (attested copy by Gazetted officer with name, designation & Office seal)
- Self addressed A4 size envelope with postal stamp

### **NOC Revalidation**

- Request
- Affidavit showing the reason for revalidation
- Original NOC from KDC need to be surrendered
- NOC Cancellation letter from DCI, if applicable
- Self addressed A4 size envelope with postal stamp

### Good Standing

- Request letter
- Copy of Registration Certificate
- Copy of SSLC Certificate
- 'Specified Form' if required
- 'Reference ID' of receiving institution if required
- E-mail address if the certificate needs to be send by mail
- Self addressed A4 size envelope (with postal stamp-inside India)

### Certificate Verification

- Request
- Copy of Certificate to be verified

### CDE

- Request
- Brochure
- Time schedule of the program

### ID Card

- Photo (2 nos.)
- Copy of Aadhar
- Address proof (if required to mention different address in ID Card)

### One and Same

- Request
- Reference Code (if required)
- One and Same Certificate from Village Office
- Copy of Passport

### DOB Change

- Request
- Copy of SSLC
- Proceedings issued from 'Pareeksha Bhavan'