

Verification Policy¹

Verification of identity will be completed by Department staff. Verification of qualifications and experience will be outsourced by the Department to "DataFlow," a Singapore-based company that specializes in primary source verification of qualifications and experience

Verification of qualifications and experience can have three outcomes:

- a. Verified: the verification team contacted the educational institution or employer and confirmed the accuracy of the qualification and employment information provided by the Applicant
- b. Not Verified: the verification team was not able to contact the educational institution or employer and/or not able to confirm the accuracy of the qualification and employment information provided, but does not have reason to believe that incorrect information has been supplied by the Applicant
- c. Discrepancy: the verification team has found that the Applicant has provided inaccurate or untrue information on their application

Verification of Identity

The Department will verify the identity of all Applicants for registration or restoration without exception.

The passport is the primary form of identification used to establish the identity of an Applicant or Practitioner, and the name of the Applicant or Practitioner used by the Department must match the name as it appears on the passport.

The Department will maintain identity information about Practitioners by storing and maintaining up-to-date passport information and a photograph taken within 5 years.

The name on the passport must match the name on qualifications and CGS. In the case of a name change, the Applicant or Practitioner must provide evidence of a name change that satisfies the MLD such as a marriage certificate or deed poll.

Applicants for registration or restoration to the register must provide a clear photocopy or scanned version of their passport with their application as proof of identity. Before being issued a license and being approved to start work Applicants must attend a registration interview at the Medical Licensing Department office. The purpose of the interview is to produce their original passport and provide a signature that matches the signature in their passport.

Department staff must (i) compare the original passport to the passport copy provided; (ii) witness a signature and compare it to the passport signature; (iii) confirm that the Applicant appears to be the person in the passport photograph; and (iv) take an original photograph of the Applicant for inclusion on the APC

When the Department finds that an Applicant has been fraudulent regarding identity, staff will investigate and present their findings and recommendations to the PLC

Verification of Qualifications

¹ PLC minute 31 March 2009.

The Department must verify any qualifications that are a minimum requirement for a scope of practice prior to registration in that scope of practice.

If the qualification cannot be verified, the Department will investigate, and report its findings and recommendations to the PLC.

If there is a discrepancy in the qualification information provided by the Applicant, the Department will report its findings and recommendations to the PLC.

Only verified qualifications will appear on the public register.

Verification of Employment

The Department must attempt to verify any work experience that is a minimum requirement for a scope of practice prior to registration in that scope of practice.

If work experience cannot be verified, the Department will investigate, and report its findings and recommendations to the PLC.

If there is a discrepancy in the qualification information provided by the Applicant, the Department will report its findings and recommendations to the PLC.