

Agenda Item 9

Enclosure 6

Paper RC 23 / 03

REGISTRATION COMMITTEE

Letter of Good Standing

From : the Executive

FOR DISCUSSION

REGISTRATION COMMITTEE MEETING

Letter of Good Standing

HEALTH PROFESSIONS COUNCIL

1. Introduction

This document is requested by registrants wishing to practise overseas or by those registrants returning to their home country. It is intended for information purposes and discussion by the Registration Committee.

2. Background Information

The purpose of this document is to provide the following information:

- registration status
- registration in the part or subsection of the register
- details of any orders (or interim orders) in force

Dear X

Re: request for information about FirstName/LastName

You wrote to us on DATE asking for information about FirstName LastName.

Our policy

When we provide information about registrants, we must balance our duties to protect the public with our obligations to protect registrants' human rights, including their right to privacy. Consequently, we have a policy of confirming the current registration status of a person when asked for this information, including any outstanding orders against them. We can also provide copies of registrants' current certificates. However, we will normally only provide further information about that person, such as their previous registration status and previous orders made against them (if any), when we are asked to do so by the registrant themselves. If someone besides the registrant asks for this information, we may write to the registrant to let them know and to ask them for permission to release this information.

Your information request

We can confirm that:

FirstName LastName

Registration Number XXX

WAS/WAS NOT registered with us as a

PART/SUBSECTION and

WAS/WAS NOT entitled to use the professional title(s)

TITLE1, TITLE2 and TITLE3 on the

CURRENTDATE.

Details of any interim orders or orders in force on that date are as follows:

NO_ORDER_IN_FORCE_AGAINST_THIS_PERSON/ORDER1, ORDER2

If necessary, you would have to confirm for yourselves whether these details relate to the person that you are enquiring about.

If you need further information about the person

If you need further information about the person, the best approach will normally be to ask that person to write to us stating that they are happy for the information to be released. However, if you do not believe that this would be appropriate, you can write to our Registrar for further assistance.

We hope that you now have the information you require

Yours sincerely

Dear X

Re: request for information about FirstName LastName

You wrote to us on DATE asking for information about FirstName LastName.

Our policy

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However, we will normally only provide further information about a registrant, such as their previous registration status and previous orders made against them (if any), when we are asked to do so by that registrant. If someone other than the registrant asks for this information, we may write to the registrant to let them know and to ask them for permission to release this information.

Your information request

We can confirm that:

FirstName LastName

Registration Number XXX

WAS/WAS NOT registered with us as a
PART/SUBSECTION and

WAS/WAS NOT entitled to use the professional title(s)
TITLE1, TITLE2 and TITLE3 on the
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Yours sincerely