



QCHP

المجلس القطري للتخصصات الصحية
Qatar Council for Healthcare Practitioners



How to Apply for Primary Source Verification (PSV)

a Service by



www.gbsqchp.com or Whatsapp: +974 3360 4585

3 Simple Steps

to apply for a

Primary Source Verification

Step 1 : Before you Apply

A Please read the QCHP's "Guidelines for each Profession" by visiting the following website www.qchp.org.qa

- On the Top menu Click "Registration & Licensing"
- Select "Guidelines & Useful Links"
- Click on your profession listed under "Guidelines for each Profession"
- Please read the information carefully and understand the required documents to apply for Registration/ Evaluation of your Profession.

B Please make Electronic Copies of documents those are applicable to your respective Profession, including:

- A valid Passport
- Name Change Certificate (if applicable)
- Educational Certificates
- Professional Licenses
- Work Experience Certificates
- Certificate of Good Standing (Optional)
- Log Books (Optional)

Note: Electronic Copies must be in a readable format.



Step 2 : Submit your Application

You may choose any one of the following channels to submit your Primary Source Verification (PSV) application.

Online

- ▶ Visit www.gbsqchp.com to Register yourself and receive Login Credentials to your registered Email Address.
- ▶ Login back to the same website and initiate the application submission process.
- ▶ Fill up the required information throughout the online process and upload the Electronic Copies of your documents wherever needed.
- ▶ Pay your Fees Online using your Credit Card and Submit your Application online.

In Person at our Help Desk

- ▶ Visit any of our Help Desk located at the following Locations.
- ▶ QAR 50 Extra admin charges per application is applicable for applications In person.

Ministry of Public Health

Ground Floor, Counter No. 13

Sunday, Tuesday and Thursday

7AM to 12PM

except Public Holidays of Qatar

Gulf Bridge Services

Office 302, 3rd Floor,
Jaidah Square, Umm Ghuwalina
(Near Crazy Signal)

Sunday to Thursday

9am to 5pm

except Public Holidays of Qatar



Step 3 : After you Apply

- ▶ You shall receive a Payment Receipt to your Registered Email Address that includes your Application Reference Number.
- ▶ You can track your PSV Application through “Track your Application” option available on www.gbsqchp.com
- ▶ If your PSV Application requires any further information, we shall contact you to your Registered Email Address or Contact Number.
- ▶ Once your PSV Application is processed, you shall get an Email Notification and you may then Login to our website www.gbsqchp.com to see the Verification Results and download a copy of your Report.
- ▶ If you wish to **Withdraw** or **Appeal** your PSV Application, you may do so by sending an Email request to customerservice@gbsqchp.com quoting your Application Reference Number and Last Name.
 - Withdrawal requests received within 2 working days from the date of submission ONLY shall receive a refund but excluding the Applicable Bank Charges.
 - You have the right to apply for an **Appeal** with no any additional charge in case of the report includes documents which are “Unable to verify” or “Negative”.



General Information

- ▶ Our latest PSV Service Charges can be found in our website www.gbsqchp.com.
- ▶ **If you are applying for the First time with us you should select Packages (New or Retrospective Application) ONLY and Additional Documents can ONLY be added to your existing Application package by Gulf Bridge Services.**
- ▶ PSV Application Processing Time: Approximately 20 Working days provided that your information & Documents submitted to us are Clear & Accurate.
- ▶ Your Passport Copy is ONLY considered as your identification document.
- ▶ We recommend you to submit your PSV application in prior or parallel with the evaluation phase of the QCHP Registration process.
- ▶ Our Contact Center Number +974 3360 4585 operates from 9Am to 5PM (Qatar Time) Sunday to Thursday excluding the National Holidays of Qatar.
- ▶ Emails sent to customerservice@gbsqchp.com shall be responded within 48hours from the time of receipt.
- ▶ Employers / PROs: Please contact us directly on +974 3360 4585 or employer@gbsqchp.com for Registration and to receive your User Credentials in order to Login to our Website and submit your Applications in BULK.

Submission of accurate information and correct documents is the key to obtain your PSV results ON TIME.



Service Charges:

Package	Profession	Description	Price (QAR)
New Application			
Package (A)	Physicians / Dentists / Specialist Nurses	Two Educational Degrees	1000
		One Health License	
		Last years of Experience as per Profession	
		Medical Risk and Datasets Check	
Package (B)	Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine	One Educational Degrees	800
		One Health License	
		Last years of Experience as per Profession	
		Medical Risk and Datasets Check	
Retrospective Application			
Package (C)	Physicians / Dentists / Specialist Nurses licensed before 2009 and still practicing in the State of Qatar	Two Educational Degrees	750
		One Health License	
		Medical Risk and Datasets Check	
Package (D)	Allied Healthcare Practitioners / Pharmacists / Nurses / Complementary Medicine licensed before 2009 and still practicing in the State of Qatar	One Educational Degree	650
		One Health License	
		Medical Risk and Datasets Check	
Additional Verification			
Additional	All Professions	One Certificate of Good Standing (COGS)	300
		Additional One Educational Degree	250
		One Surgical Privilege Log Book	250
		Additional One Health License	150
		<ul style="list-style-type: none"> • Additional work experience certificate. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • If applicant has more than five work experience certificates than Packages (A,B) 	150



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