User Manual

Verification of Registration for sending to Overseas Licensing / Registration Councils

Website: https://delhinursingcouncil.in

For Technical Support contact
Help Line Number: 9643808161
Email: support@delhinursingcouncil.in

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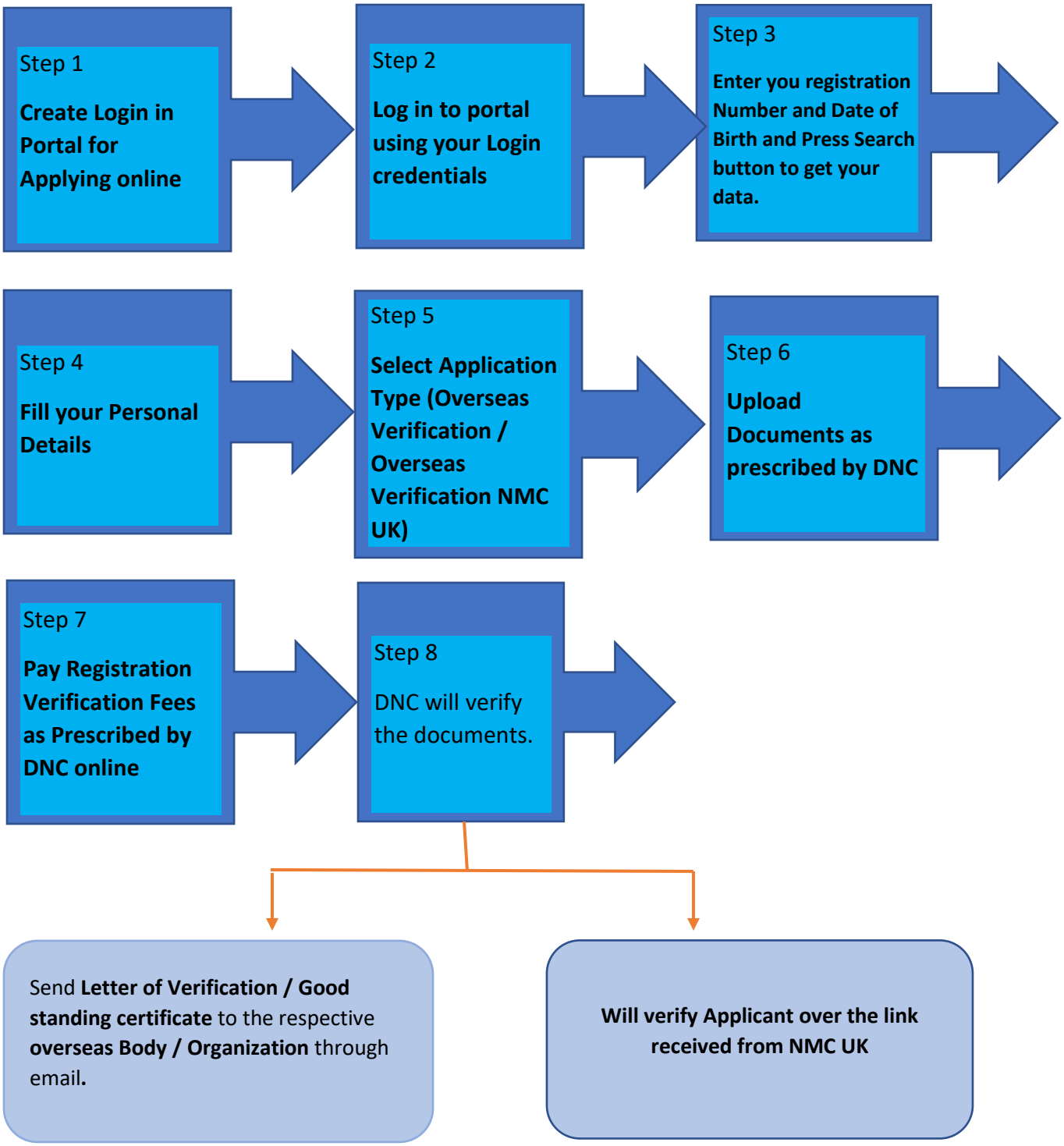
1. Process flow for Applying Online for Overseas Verification



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Procedure to apply online for Verification of the Registration, for sending to Overseas Licensing / Registration Councils

Steps in brief

1. Create login credentials in site **https://delhinursingcouncil.in/**

2. Enter Applicant's **Delhi Nursing Council Registration Number** and **Date of Birth** and click **search button.** Applicants existing data will be uploaded. In Existing data some fields can be added /edited. Some important information's are not editable.

3. In next step enter Registration Type (**Overseas Verification / Overseas Verification NMC UK**) and **Foreign Councils Address and Contact Details (***Optional for NMC UK***).**

4. In next step upload documents (*only original document should be scanned and uploaded. Photostat copies if uploaded will not be accepted*) needed by **Delhi Nursing Council for Issuing Good Standing certificate / Verification over link (NMC UK).** If the foreign council need any other **prescribed form** too, applicant need to upload it too in the option provided.

5. In next step Applicant need to do payment online as per Registration Type (Overseas Verification – Rs. 4000+ Postal Charges **(On intimation by the overseas council)** / Overseas Verification NMC UK - Rs. 4000)

6. There is no need to go DNC office for any verification. Keep check your status by login to portal. In case verifier put your application hold due to some incorrect document applicant will get alert in email. In that case applicant need to login and upload the document again.

7. For both cases once verification is completed the **Delhi Nursing Council** take 15-30 days to issue the **Letter of Verification / Good Standing Certificate / Online verification (NMC UK)** for the respective overseas body / Organization(in case of Overseas Verification) or Verification over link send by NMC UK (in case of Overseas Verification NMC UK).

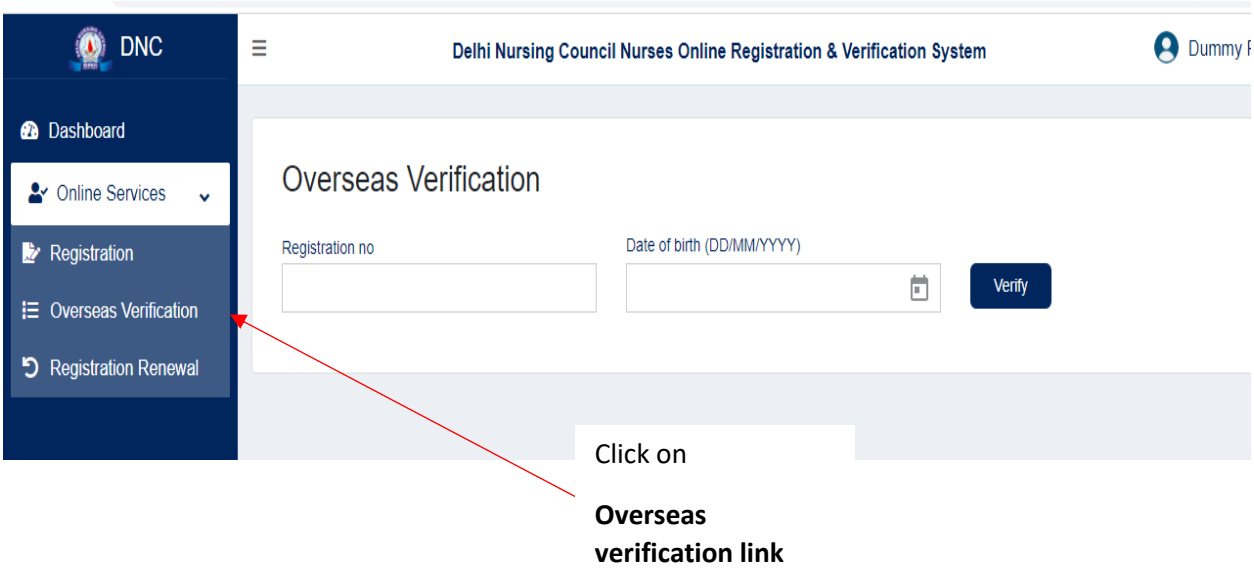
8. For technical support for online application process contact

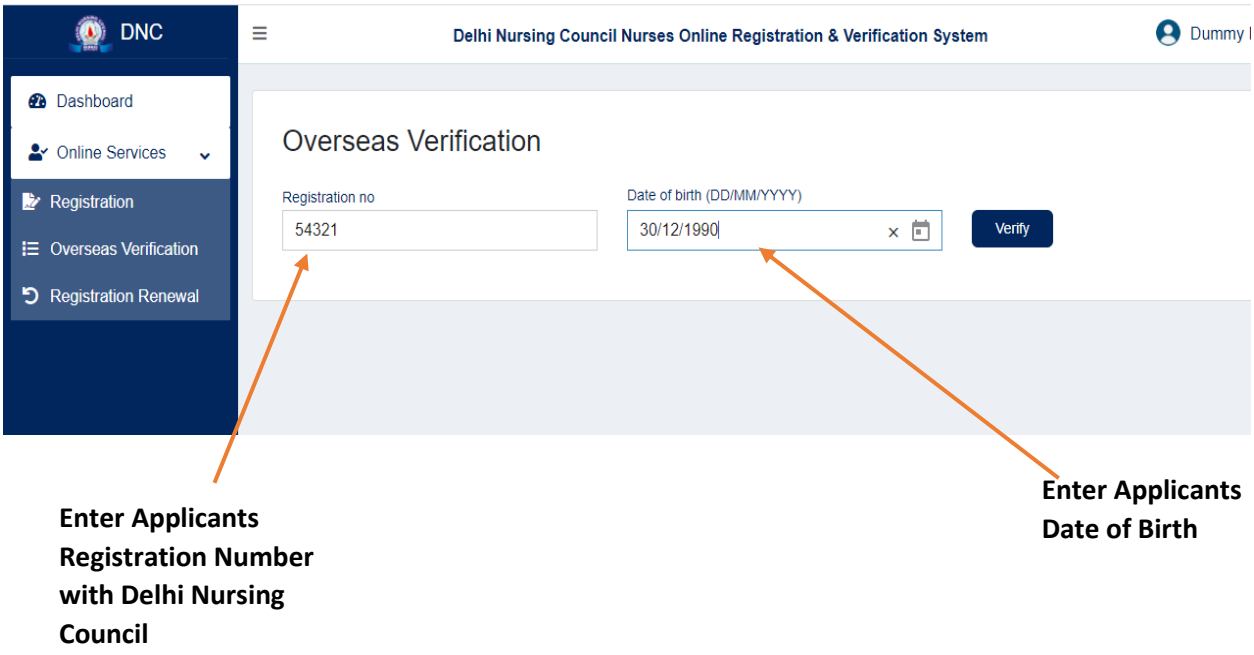
   Help Line No: 9643808161, Email: support@delhinursingcouncil.in (Between 10.00 A.M. – 6.00 P.M. IST) (MON to FRI)

Details step by step process (Overseas Verification)

Step 1 : Personal Information

- Click on Overseas verification link
- Enter Applicant's Registration Number with Delhi Nursing Council
- Enter Applicant's Date of Birth
- Click Verify Button. Applicant's previous data with Delhi Nursing Council will be loaded.
- Limited addition /changes can be done is certain fields like





Press verify button. Applicants existing data with Delhi Nursing Council will be loaded on the screen.

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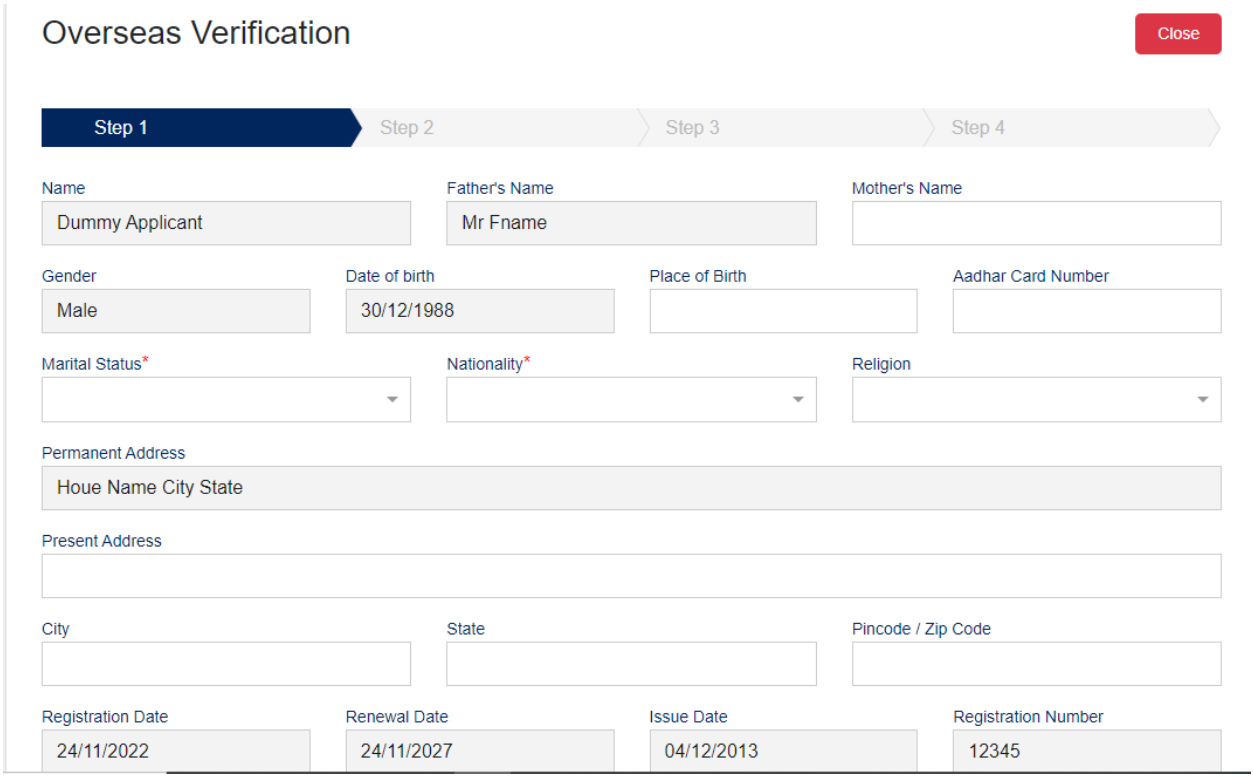


Fields that Applicant can add /edit are given below

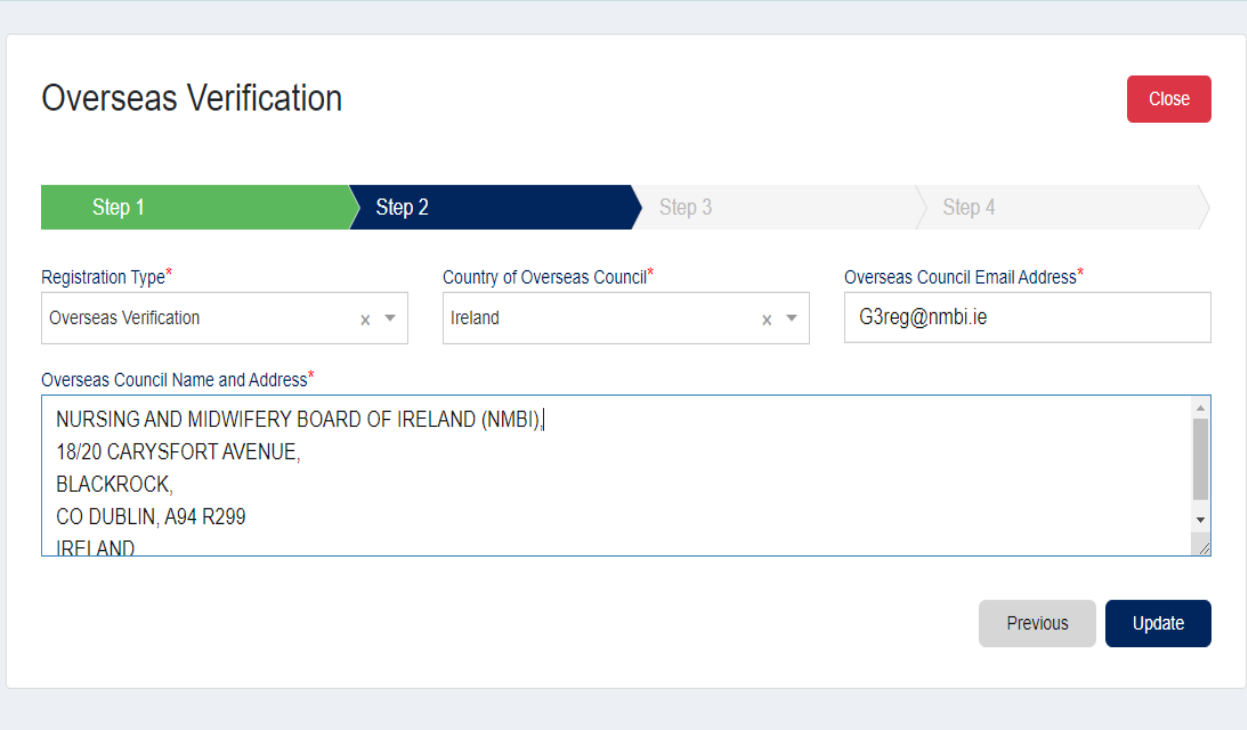
1. Mothers Name
2. Place of Birth
3. Aadhar Card Number
4. Marital Status
5. Nationality
6. Religion
7. Present Address
8. City
9. State
10. Zip Code / Pin Code

Save and move to next step

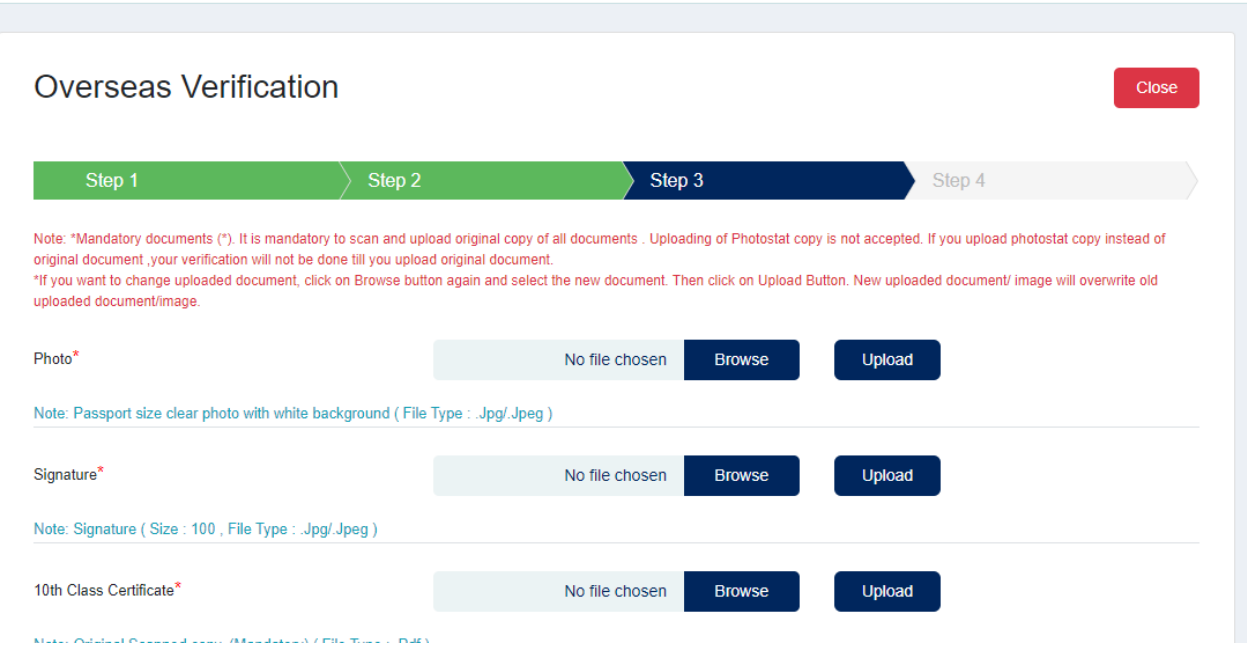
Step 2: Registration Type and Overseas Council Contact Information

In this step fill carefully all the information

- **Overseas Council Country**
- **Overseas Council Postal Address**
- **Overseas Council Email Address**



Step 3: Upload Documents



- Browse and select the document.
- Then press upload. Document will be uploaded.
- Once document is uploaded check using preview button.
- List of documents to be uploaded are given below.
- Optional documents if you have then only upload else can leave it.

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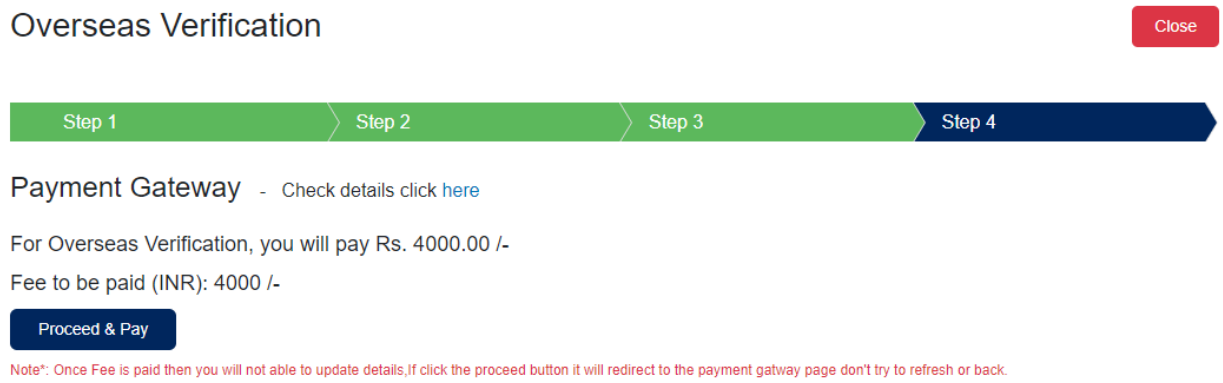
S.No	Document Uploading Option Name	Scan file format	Overseas Verification
1	**Photo of Applicant** (White background Passport size)	.jpg/.jpeg	Mandatory
2	**Signature of Applicant**	.jpg/.jpeg	Mandatory
3	**Application to Registrar Delhi Nursing Council** in Plain Paper (Single .pdf)	.pdf	Mandatory
4	**Form of respective Countries** (single .pdf)	.pdf	Optional
5	**DNC Registration Certificate** (both sides, Image should be clear)	.pdf	Mandatory
6	**10th Class Certificate**	.pdf	Mandatory
7	**12th Class Certificate**	.pdf	Mandatory
8	**Mark sheet** (All three / four year marks sheets or Final combined mark sheet issued by Examination Board/ Nursing Council / University)	.pdf	Mandatory
9	**Degree / Diploma Certificate** (ANM, GNM, B.Sc.)	.pdf	Mandatory
10	**Any other Qualification** (Any other Qualification i.e., P.B. B.Sc. (N) / M.Sc. (N). Upload **Mark Sheets**, **Degree Certificate**, **DNC Add. Qualification Certificate** as one copy).	.pdf.	Optional
11	**Parent Council Registration Certificate**	.pdf	Optional
12	**Experience Certificate** *(if any)*	.pdf	Optional
13	**Aadhar card / PR / Driving license of other Countries / Passport of other Countries / Work Permit**	.pdf	Mandatory
14	**Marriage Certificate**	.pdf	Optional
15	**Passport**	,pdf	Optional
16	**Still working and conduct certificate from the current Employer**	.pdf	Optional

Step 4: Fees Payment

- **Applicants applying for Overseas Verification : Rs. 4000**

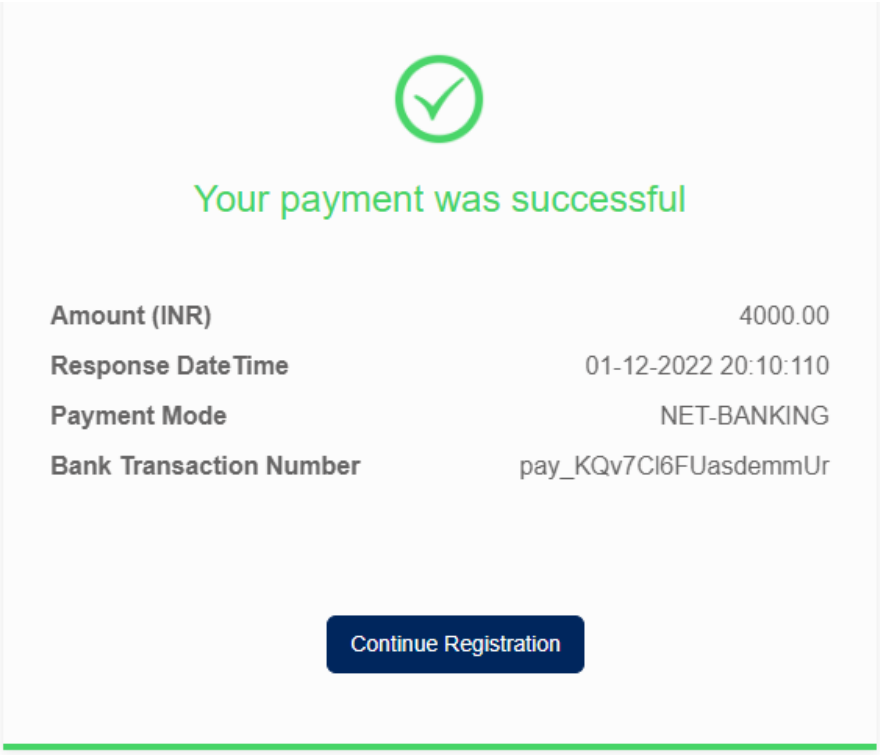


***Fees once paid will not be refunded under any circumstance.**

Click Proceed to pay button if you are sure.

Payment gateway will open.

Select mode of payment and proceed. On successful payment you will get following screen.



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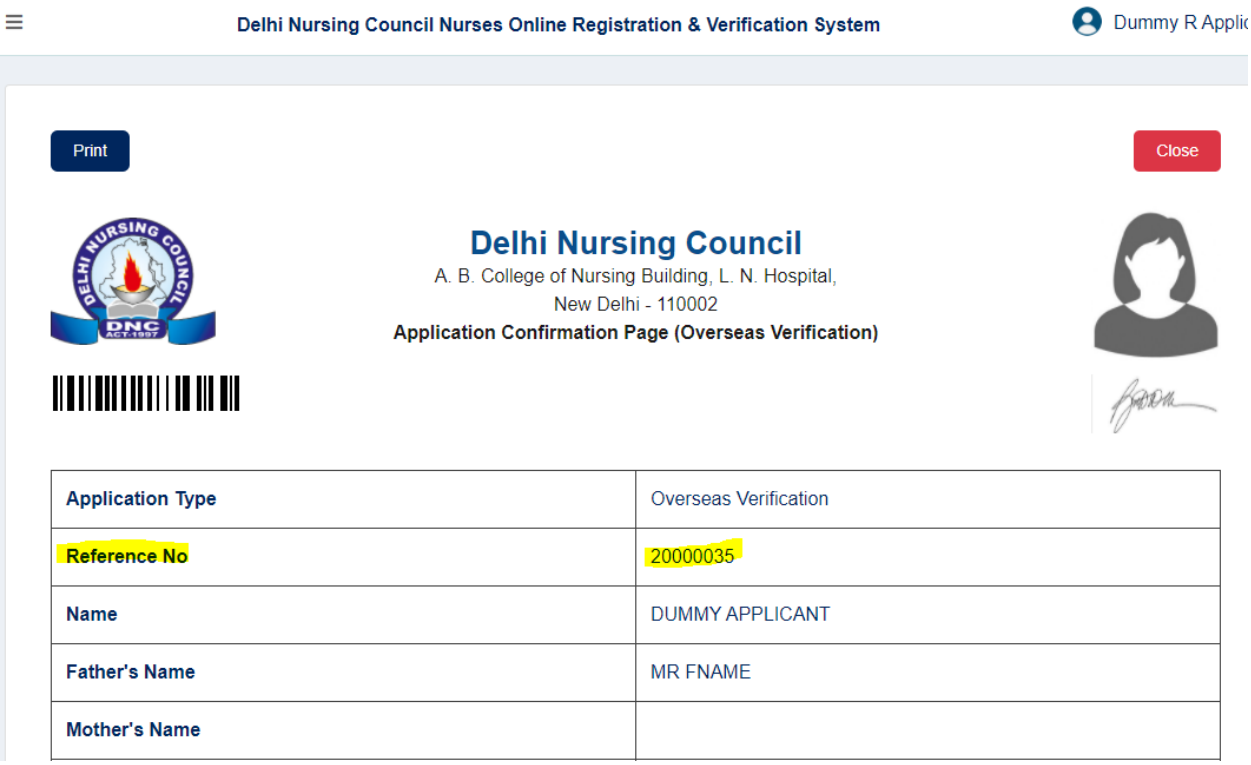
Click finish button. Application confirmation page will be displayed. If needed you can download it.



Please mention Reference No in all communications with DNC.

Details step by step process (Overseas Verification NMC UK)

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- Click Verify Button. Applicant's previous data with Delhi Nursing Council will be loaded.
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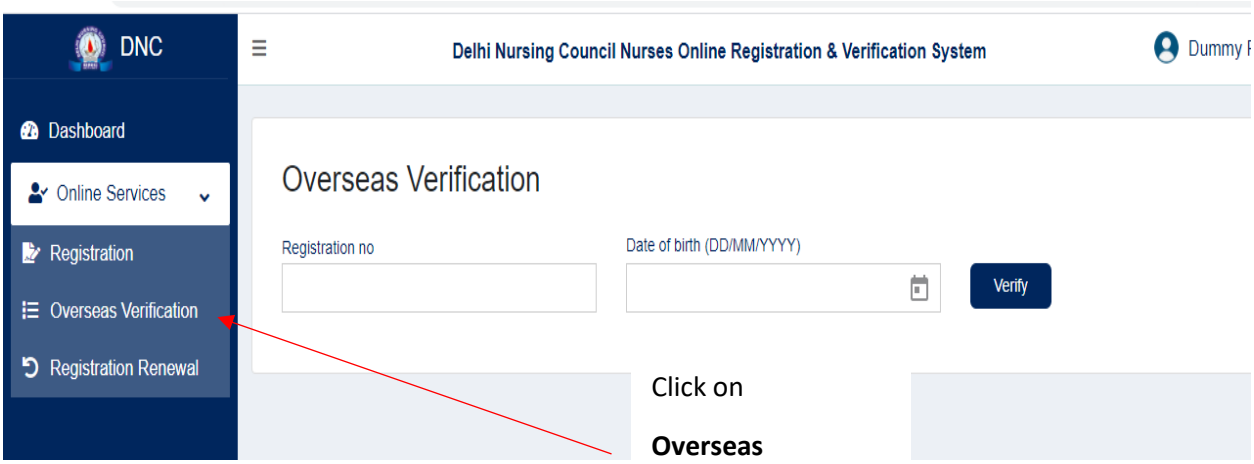

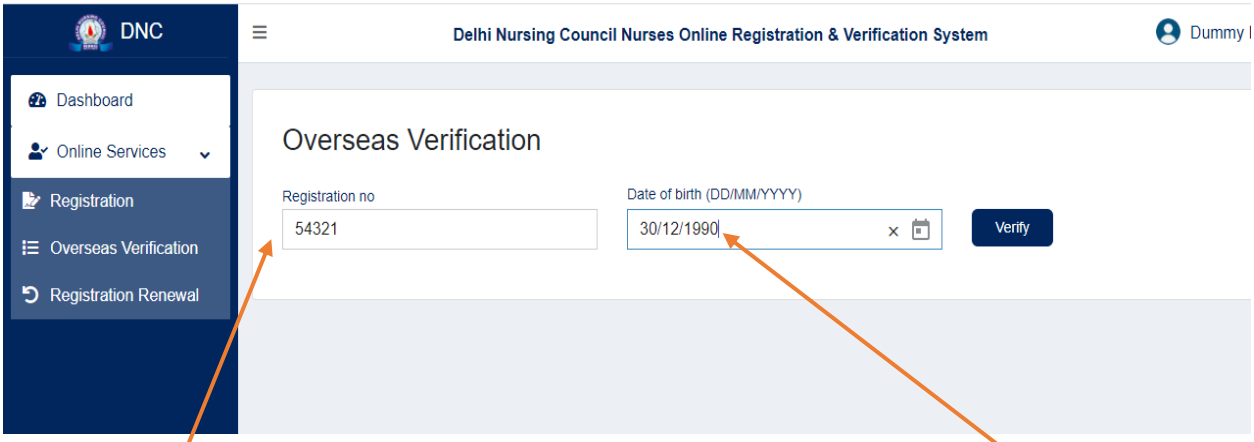

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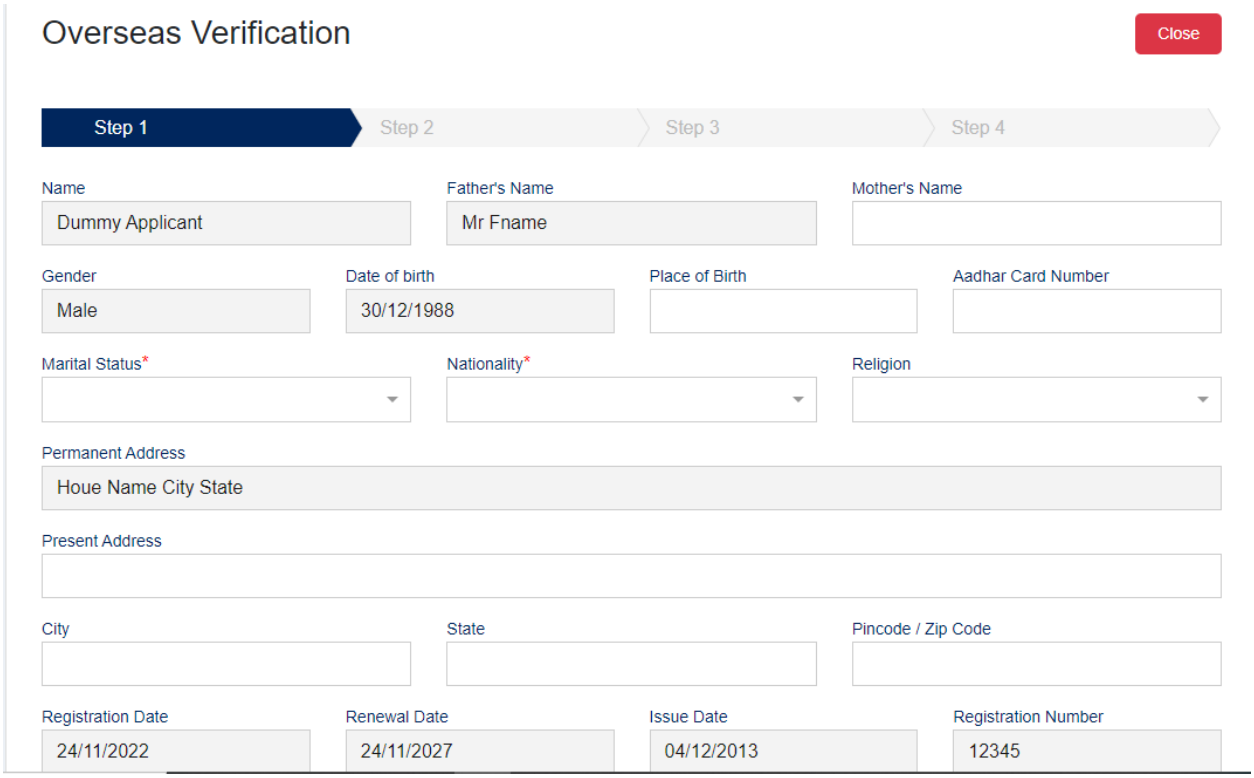

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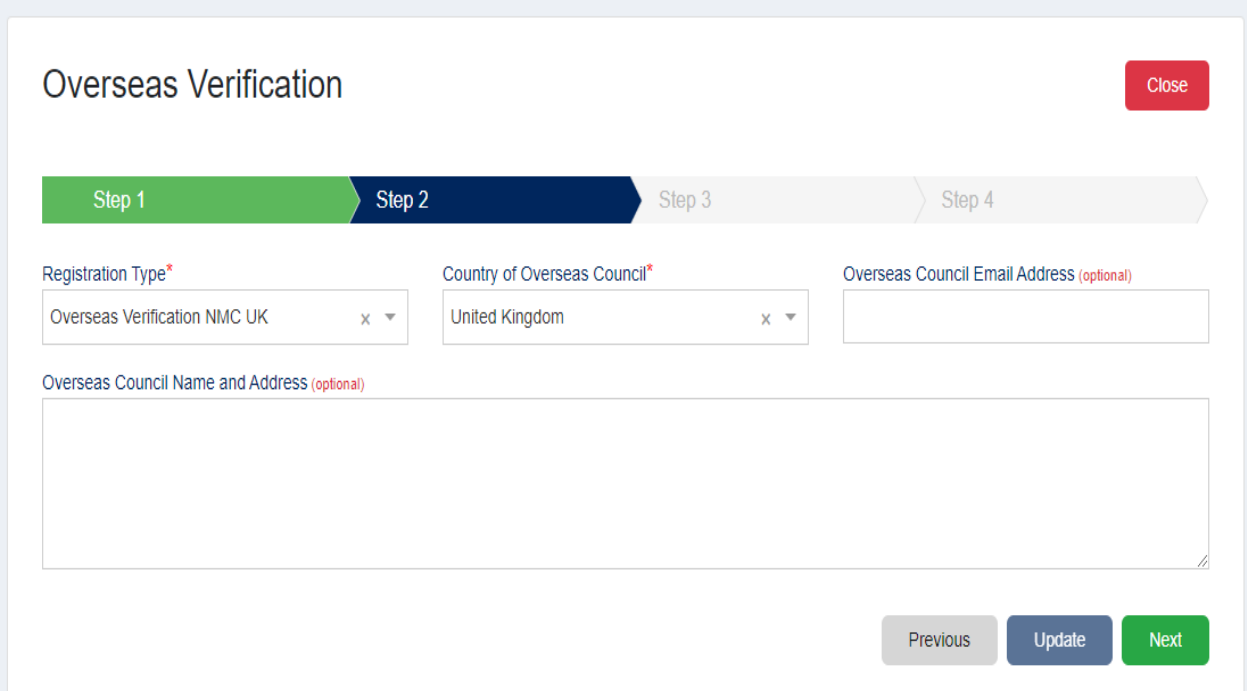

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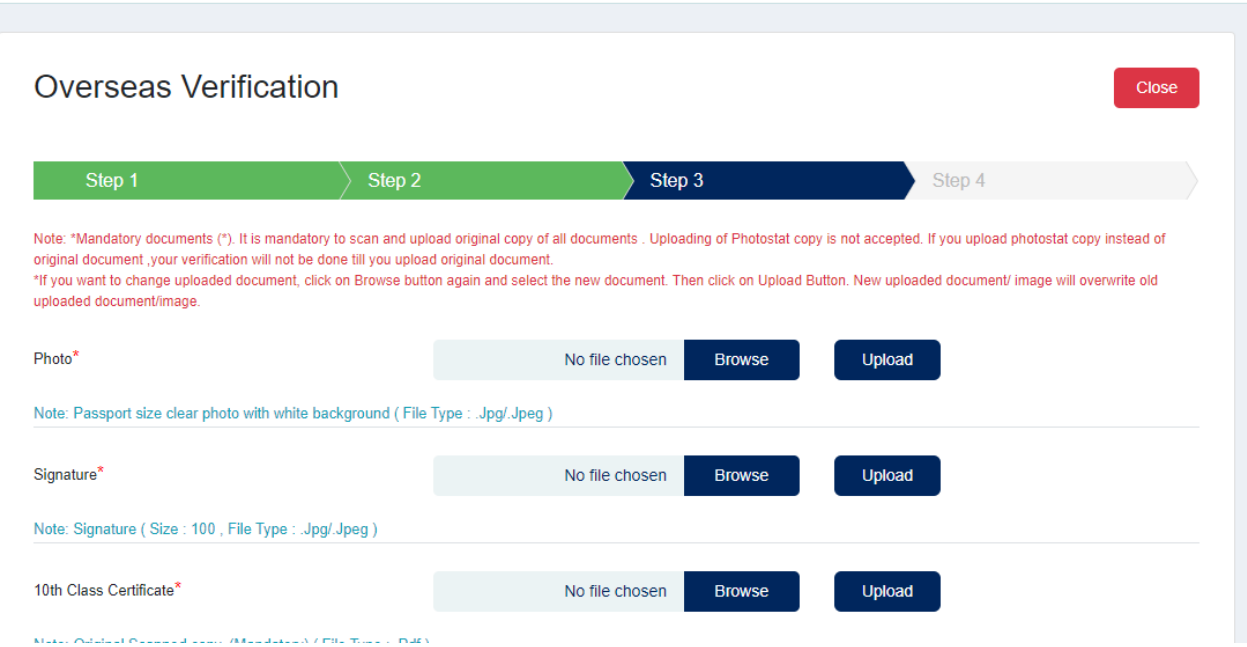

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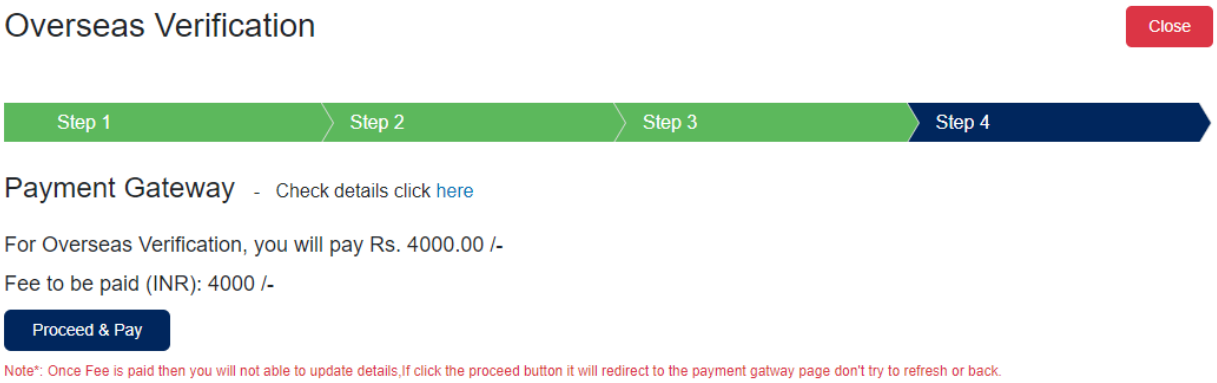

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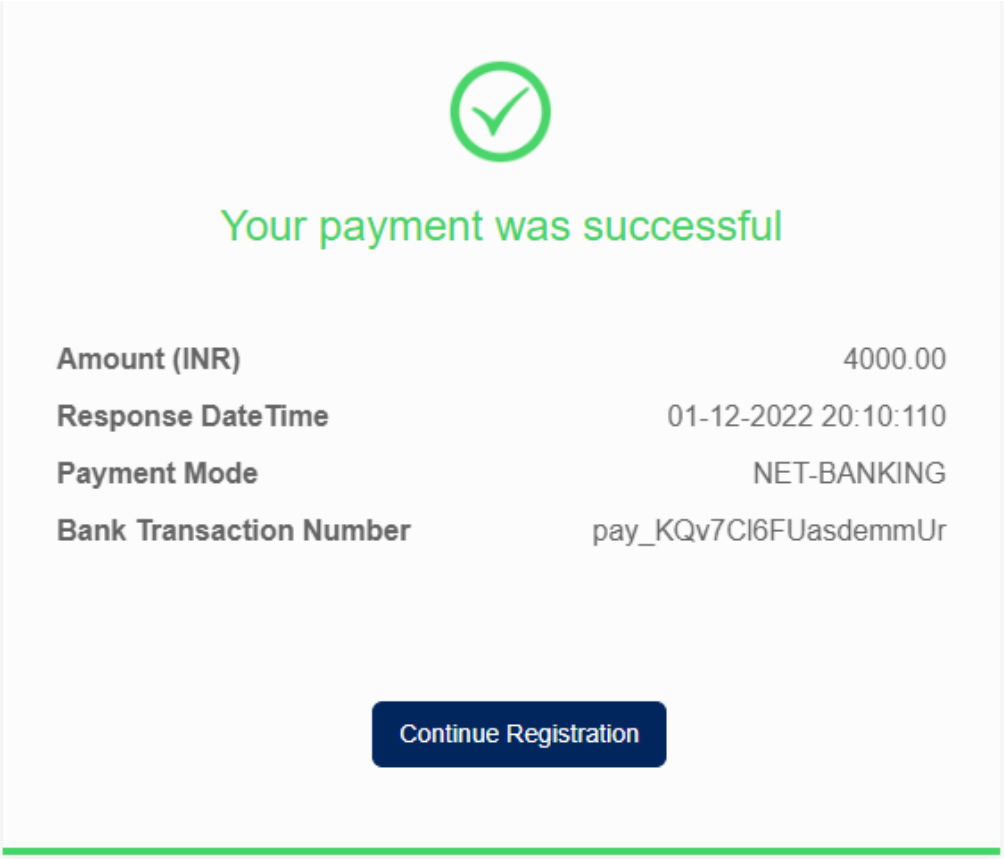

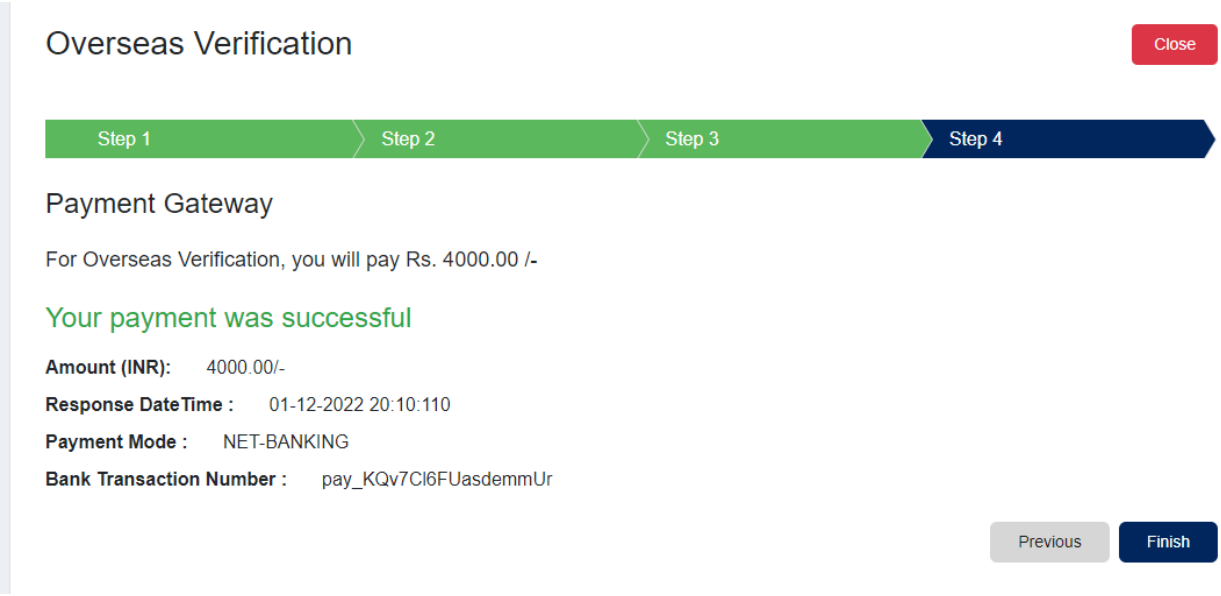

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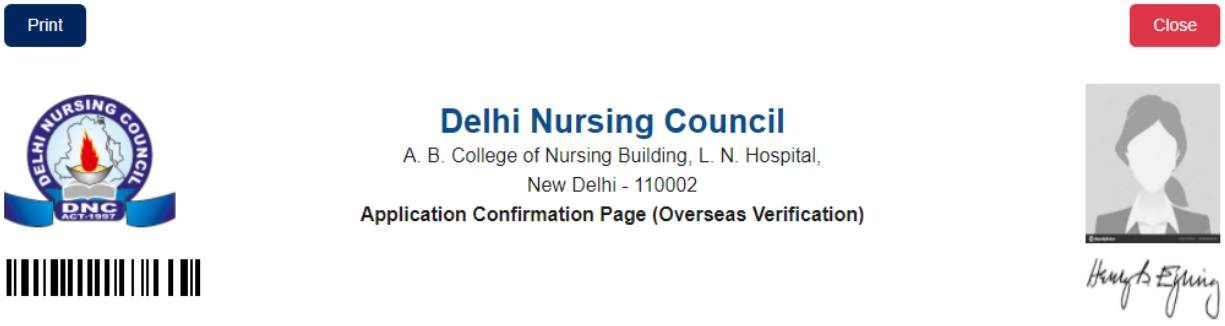

Application Type	Overseas Verification NMC UK
Reference No	20000036
Name	DUMMY APPLICANT
Father's Name	MR FNAME
Mother's Name	

Please mention Reference No in all communications with DNC.

Important Information about overseas verification in brief

S.No	Information	Overseas Verification	Overseas Verification NMC UK
1	Fees	**Rs. 4000**	**Rs. 4000**
2	Who can apply	Applicants should have DNC Registration Currently working / not working , in Delhi / Other States / Countries who need Good Standing Certificate from DNC for sending to **Overseas Licensing / Registration Councils** of **all Countries** except **UK**	Applicants should have DNC Registration Currently working / not working, in Delhi / Other States / Countries and who need to be verified online at link send by **NMC UK** to DNC.
3	Action by DNC after successful verification of documents	**Good Standing Certificate** will be issued along with Country Specific Forms *(if any for particular country), to* **Overseas Licensing / Registration Councils** of **all Countries** except **UK,** through email.	Verification will be done through the link send by email to DNC Registrar by **NMC UK**
4	Need to take time slot for Physical Verification at DNC	No	No
5	Time Period to issue Good Standing Certificate / Online verification over link (in case of NMC UK) after successful verification of application.	15 to 30 days	15 to 30 days

- The Council take 15 to 30 days to verify the link send by NMC UK .