

## ‘UK Practising’ Application Form

**UK Practising** is the category for any member who engages in any act of veterinary surgery or veterinary related activity in the United Kingdom. To change your Register category to 'UK Practising' please read the guidance notes and complete and sign below:

### Guidance notes

The Regulations state that “practise or practising” means (whether or not for remuneration) undertaking acts of veterinary surgery as defined in section 27(1) of the Veterinary Surgeons Act 1966 or undertaking any activity which is, in the opinion of the Council of the RCVS, veterinary related. In the opinion of Council veterinary related activity includes a member who is professionally active, even if not involved in clinical work, e.g. members employed by government departments or agencies, in academia, at research councils, or in industry and commerce. In other words, “practising” is not limited to those in practice, but includes members using their professional qualification in any way.

If you have been listed as **Practising outside of the UK** for more than 12 months you may be asked to provide a Letter of Good Standing from your current registration authority (valid for 3 months after the date of issue), plus a certified translation if it is not issued in English.

If you have been listed as a **Non-practising** member then please state the reason, e.g. maternity leave, retirement, illness or injury, career break, non-veterinary employment, other (please specify in the box below). Please note if you have been off the Register for 12 months or longer, you may also be asked to provide evidence of good standing.

Your category of registration cannot unfortunately be changed until this form is completed, signed and returned. Your category will be changed from the date of receipt of the form if the change is to be made immediately. If the form is received ahead of the date when the change is to be made, the change of category will not be made until that date. We are very sorry but changes of category cannot be backdated.

A credit to your RCVS account may be due if a change of category is to be made between 1 April and 30 September and where the application has been received by 30 September. Any credit made to your RCVS account will be calculated from the date on which the change of category is made; it will be credited to your RCVS account and deducted from the next year's annual renewal fee.

### Your details

The Veterinary Surgeon and Veterinary Practitioners Registration Regulations require all registered veterinary surgeons to provide the following details\* for publication in the Register.

*Title	Dr		Mr		Miss		Ms		Mrs		Other	
*Surname(s)	This must be the same as shown on the Register											
*Forenames(s)												
*Register number												

### Reason for now changing to ‘UK practising’

Work address			
	Postcode		Country
Home address			
	Postcode		Country

**\*Register address** (If you have provided two addresses above, please tell us which address you would like as your Register address – select either your home or your work address by ticking the box. Please note your Register address will be published in the Register of Veterinary Surgeons and made available in the public domain)

Work address ☐

Home address ☐

**Correspondence address** (If you have provided two addresses above, please tell us where you would like all your correspondence, including your annual renewal, sent – select either your home or your work address by ticking the box)

Work address ☐

Home address ☐

Please note: If no address preference is indicated, and where applicable, your work address will be used as your Register address and all correspondence will be sent to your home address.

Practice telephone number	
Home telephone number	
Mobile number	
Email address (This should not be a shared email address)	
Date of birth (This may be used to verify identity)	

### Third party use of Register\* data

Please note the RCVS must publish your Register\* data and does so in hard copy form and the data is made available in response to enquiries. A shortened version of your Register\* data (without your full address) is available on the RCVS website. Your other personal data on this form is not published and used only for our regulatory and related purposes.

### Start date

I would like my status to be changed to 'UK Practising' immediately? Yes ☐ No ☐

If you have answered no, please state the date you would like your status to be changed to 'UK Practising'  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Continuing Professional Development (CPD) Please tick (✓) to confirm

☐ I understand the required minimum CPD Code requirement for veterinary surgeons on the practising Register is 105 hours in any three-year period, with an average of 35 hours per year, and as a veterinary surgeon with a 'UK Practising' membership I must meet this requirement. (For more details, see [www.rcvs.org.uk/cpd](http://www.rcvs.org.uk/cpd)).

## Declaration

I declare / agree:

- a. The information given above is, to the best of my knowledge, correct;
- b. I authorise the RCVS to contact any relevant authorities to obtain further information as necessary;
- c. I will notify the RCVS of any change of permanent address within 28 days;
- d. I understand that all veterinary surgeons, in order to remain on the Register, must, on 1 April each year, pay an annual fee and confirm their Register and correspondence details, declare any convictions and confirm CPD compliance;
- e. My eligibility to practise in the United Kingdom is dependent on payment of the 'UK Practising' fee;
- f. I am aware of the '*Code of Professional Conduct*' requirement to undertake appropriate CPD;
- g. I have read the guidance notes above and would like to be listed in the Register of Members as being a 'UK Practising' member;
- h. I have read the guidance notes above and would like to be listed in the Register of Members as being a 'UK Practising' member.

Full name: \_\_\_\_\_

Register number: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Security

**To verify your identity please provide a photocopy of the identifying page of your valid passport or a photocopy of your valid EU identity card.**

I have enclosed a valid copy of my passport or ID card ☐

## Please return your completed form using one of the following methods

Registration Department

Royal College of Veterinary Surgeons

Belgravia House

62-64 Horseferry Road

London, SW1P 2AF

Fax: 020 7222 2004

Email: [registration@rcvs.org.uk](mailto:registration@rcvs.org.uk)

**If you have any questions regarding changing your category then please contact the Registration Department on 0207 202 0707 or [registration@rcvs.org.uk](mailto:registration@rcvs.org.uk)**

## The Fee

Your fee will cover your registration with the RCVS until 31 March, which is the end of the annual renewal year for veterinary surgeons. Fees payable can be viewed on our [fees](#) page.

### Please select your payment method

- ☐ I will pay £ \_\_\_\_\_ via bank transfer
- ☐ I enclose a cheque for £ \_\_\_\_\_
- ☐ I am using the separate payment form to pay £ \_\_\_\_\_ by credit or debit card. I understand I will have to return this separately by fax or post.

### Payment details

**Paying by bank transfer** (Please include your Register number as a reference)

Bank name: Lloyds Plc

Bank account name: Royal College of Veterinary Surgeons-Fees a/c

Bank account no: 01066656 Bank sort code: 309897

**International transfers** Please note, all international bank charges incur a bank fee, this fee amount will need to be added to your fee.

IBAN: GB93LOYD30989701066656

BIC: LOYDGB21031

SWIFT number: LOYDGB2L

**If your request is urgent please include proof of payment with your completed form, this will ensure your request can be carried out immediately.**

**Paying by Cheque or Postal Order** Please make cheques and Postal Order's payable to the 'Royal College of Veterinary Surgeons' and note your Register number and full name on the reverse of the cheque postal order.

**Paying by debit or credit card** For your own security we cannot accept card payments by email. Card payments can only be accepted in the RCVS 'My Account' Area at [www.rcvs.org.uk/login](http://www.rcvs.org.uk/login) once your completed paperwork has been received, or by returning the separate 'Card Payment Authorisation Form' by post or fax which can be found in the 'Related documents' area on the 'Amending your registration category for vets' website page.