



General Optical Council  
**Registrant Check application form (body corporate)**

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**Important information**

The form can be used by PCTs or other health authorities who need to check corporate registrants' declarations as part of application process for entry to a local Ophthalmic Performers List.

The information in this application form can also be provided in the body of an email, as long as the registrants consent form is attached and all the necessary registrant details are provided.

In response to a completed application, the GOC will issue a letter (known as a 'letter of good standing') setting out the registrant's full registration and fitness to practise history and current status.

Applications should be sent to by email to [registration@optical.org](mailto:registration@optical.org) (Subject: Registrant Check Application), sent by fax to +44 (0)20 7436 3525, or posted to:

Registration Department  
General Optical Council  
10 Old Bailey  
London  
EC4M 7NG

We aim to process Registrant Check applications within 5 working days of receipt of a correctly completed application form. If you require urgent processing of your form, please contact the GOC Registration Department.

If you have any questions about this process, please contact the Registration Department:  
Telephone +44 (0)20 7580 3898, option 1, Mon to Thu 09.00-17.00, Fri 09.00-16.45

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**Section 1 - Registrant's details**

Company title:

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Trading as name:

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GOC registration number:

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Date of registration:

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Director:

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## Section 2 – Organisation details

This section is to be completed by the officer/employee of the health authority requesting a check.

Please provide your contact details and those of your organisation. Please supply an email address and/or phone number where we can contact you to discuss this application if necessary.

Title: Surname(s):

First Name(s):

Job Title:

Name of Organisation:

Full address:

Town: Postcode:

Email: Phone:

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## Section 3 – Consent

Some of the information that you need is not available from the GOC registers. We therefore request to see a copy of the registrant's consent before we disclose this information to you.

A copy of the registrant's consent can also be attached separately with this application form (the consent must refer directly to the company), if you have your own standard organisational declaration and consent forms as part of your application processes. Alternatively, the registrant (one of the company directors) should complete and sign the following consent:

### Registrant's consent

I consent to a request being made by \_\_\_\_\_ to the General Optical Council, for information relating to either:

- any current investigation into the body corporate's fitness to carry out business and/or any current interim order that has been imposed by the Fitness to Practise Committee; or
- any past investigation into the company's fitness to trade that resulted in an allegation against the company being referred to the Fitness to Practise Committee or in the issue of a warning by the Investigation Committee; and
- to the disclosure of such information by the General Optical Council.

Director Name: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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