

Procedure for the issue of Certificates of Registration

(where the original has been lost, destroyed or stolen)

Please note the following *“in accordance with the Data Protection Acts 1988-2003, all personal information provided by you will be treated in the strictest confidence and kept secure at all times. The PSI does not release any information you provide to third parties except in accordance with legislative requirements and in accordance with the PSI - Public Registers Terms and Conditions or as set out in the PSI's Registration with the Data Protection Commissioner”*

Introduction

Each pharmacist on the Register of Pharmacists held by the PSI receives a Certificate of Registration on registration which will be valid for a 12-month period and, from thereon in, will be issued with an annual Certificate of Continued Registration. A replacement Certificate of Registration may be issued in the event of an annual original Certificate of Registration having been lost, destroyed or stolen and the applicant must satisfy the PSI that sufficient measures have been taken in order to locate lost or stolen Certificates of Registration.

Should a pharmacist believe that his/her certificate has been stolen, he/she must immediately notify An Garda Síochána (if in Ireland, otherwise the national police service in the country where the theft occurred) and the Pharmaceutical Society of Ireland.

Due to concerns regarding forgery and misuse of lost, stolen or damaged Certificates of Registration, PSI procedures must be strict regarding the replacement of these documents.

Procedure

Pharmacists registered on the Register of Pharmacists wishing to obtain a replacement Certificate of Registration must apply in writing outlining the following:

- The circumstances surrounding the loss, theft or destruction of the certificate.
- The efforts taken to recover certificates which have been lost or stolen.

This letter must be accompanied by:

- A statutory declaration form completed within the Republic of Ireland in the presence of a solicitor and signed by a member of An Garda Síochána (if in Ireland, otherwise the national police service in the country where the theft, loss, or destruction occurred – see attached).
- The €85 application fee. Payment should be made via Electronic Funds Transfer by using the [PSI Fee Payment Form](#)

Reporting of Loss, Theft or Destruction of an Original Certificate of Registration to the Garda Síochána (National Police Service)

[To be completed by the applicant and signed by a member of An Garda Síochána (if in Ireland), otherwise the national police service in the country where the loss, theft, or destruction occurred]

(tick as appropriate)

1. My Certificate of Registration as a Pharmacist has been:

Lost ☐ Stolen ☐ Other ☐

If other, please give details:

2. Where and when was your Certificate of Registration lost, stolen or destroyed?

3. What efforts have you made to recover it?

I undertake to return my replacement Certificate of Registration to the PSI if the missing original Certificate of Registration is found. I declare that the information given in this statement is correct in all respects.

Signature of pharmacist:

Signature of Garda (or member of national police service):

Date:

<p>Station Stamp</p>

Declaration of Loss, Theft or Destruction of an Original Certificate of Registration

(To be completed by the applicant IN THE PRESENCE OF a Solicitor)

I _____ Registration No. _____

(Name in full as it appears on the Register of Pharmacists)

OF _____

(Address of Pharmacist)

Do Solemnly Declare That:

- (a) I am a registered pharmacist bearing the following Registration Number: _____
- (b) I was issued with a Certificate of Registration in _____ (date) by the PSI bearing the
aforementioned registration number:
- (c) On or about the _____ (insert approximate date) the certificate of
registration was lost/stolen/destroyed (underline as appropriate) and I have reported this incident to the
national police service.
- (d) I have taken all possible steps to locate the missing certificate but have not been successful.
- (e) Should my original certificate of registration be located I will return the substitute certificate immediately
to the Pharmaceutical Society of Ireland.
- (f) I make this solemn declaration conscientiously believing the same to be true for the benefit of the
Registrar for the time being of the Pharmaceutical Society of Ireland and by virtue of the Statutory
Declaration Act, 1938.

Signed: _____

(Signature of Pharmacist)

Declared before me _____

(Name of Solicitor)

At (place) _____ in the County of _____

This _____ day of _____, 20_____, AND I KNOW THE DEPONENT

Signed (Solicitor): _____

Print Name: _____

Practice Address: _____

Telephone: _____

Official Stamp