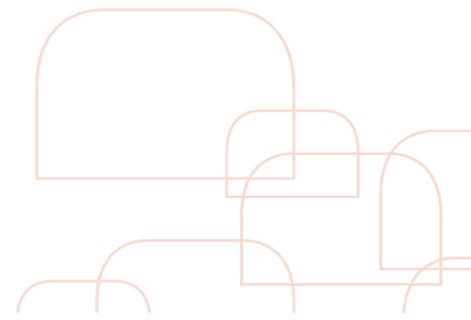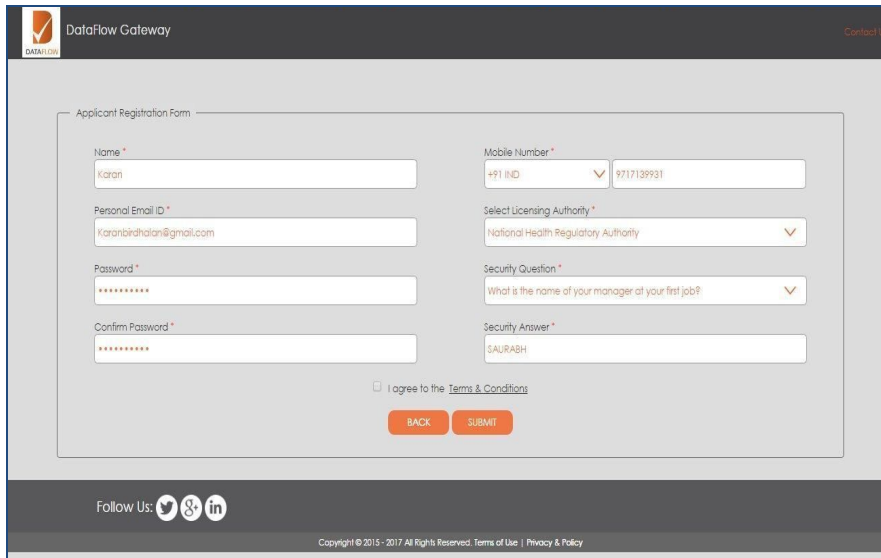# Primary Source Verification

National Health Regulatory Authority (NHRA) - Bahrain

How to Apply

'A Step By Step Guide for Completing Your Application'

Step One

- Fill in the 'Application Registration Form' to register
- Select the 'National Health Regulatory Authority' from the dropdown menu
- Click 'Submit'

* You will receive an email comprising an activation link

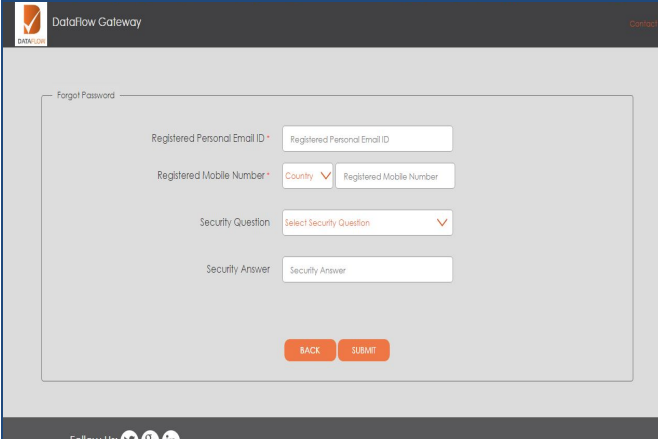## Step Two

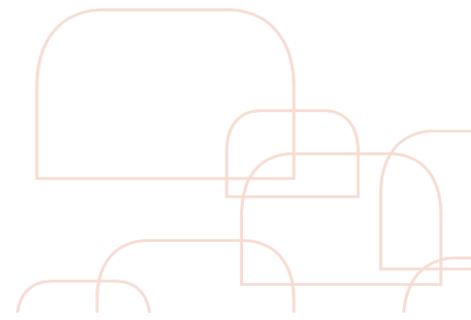- Once you have activated your account, enter your registered email ID and password on the 'Sign In' page

- If you forgot your password, click 'Forgot Password' and enter the requested details
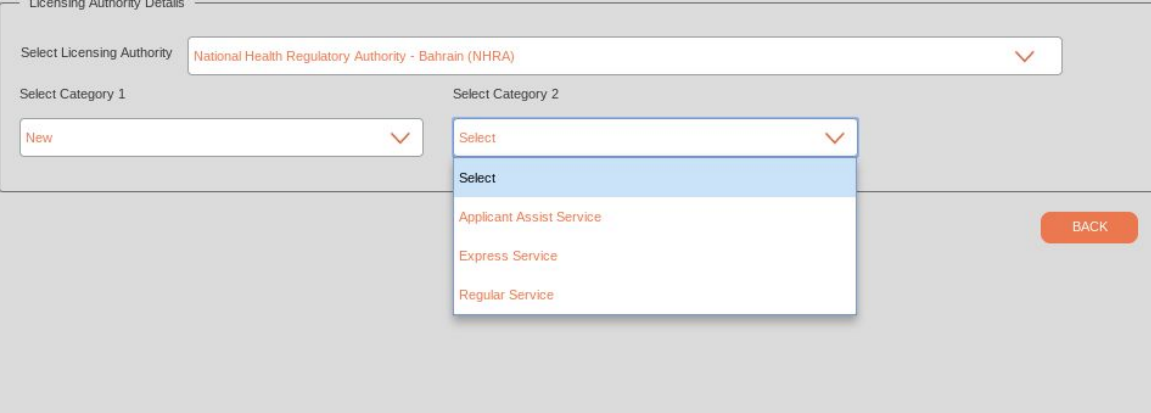
Step Three

- On the dashboard page, you can track your application by selecting your DataFlow Group 'Case Reference' from the 'Select Case' dropdown menu or by clicking the 'Check Your Status' button
- To initiate a new application, click the 'Detailed Case Entry' button
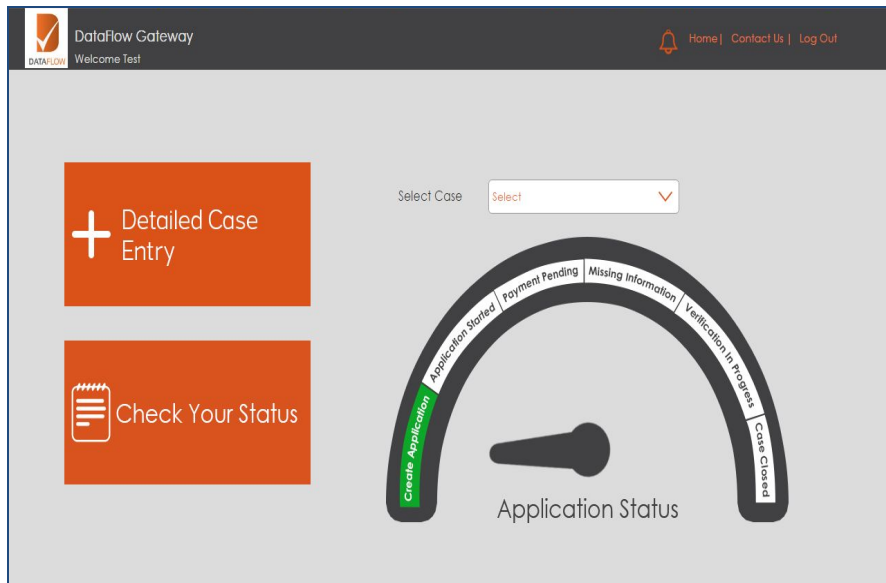
Step Four - Licensing Authority Details

- Choose **'National Health Regulatory Authority - Bahrain (NHRA)'** from the '**Select Licensing Authority**' dropdown menu
- Select the case status from the '**Select Category 1**' dropdown menu
  - New: to submit a new application
  - Renew: to submit an additional document
- Choose the service you wish to use from the '**Select Category 2**'* dropdown menu
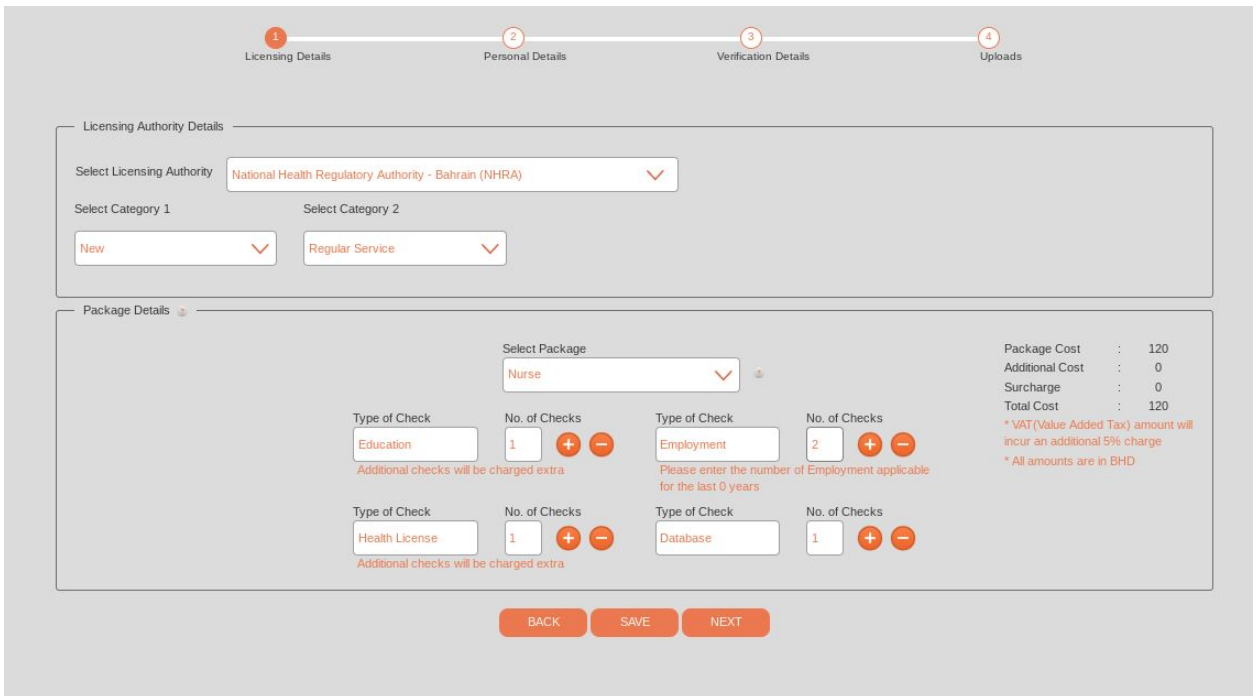
*Note: 'Category 2' **Services** are:

Regular	Applicant Assist	Express Processing
Standard Application processing.	Applicant Assist is a time-saving service, whereby the DataFlow Group will finalize the Applicant's submission once they have input basic essential information and uploaded key documents.	The Express processing service will give Applicants the option of upgrading their package to a prioritized turn-around-time, (14 business days in most cases).

- Based on the selected package, your specific component details will be displayed
- Select the number of employment tenures covering the years of employment required for verification as per NHRA's guidelines
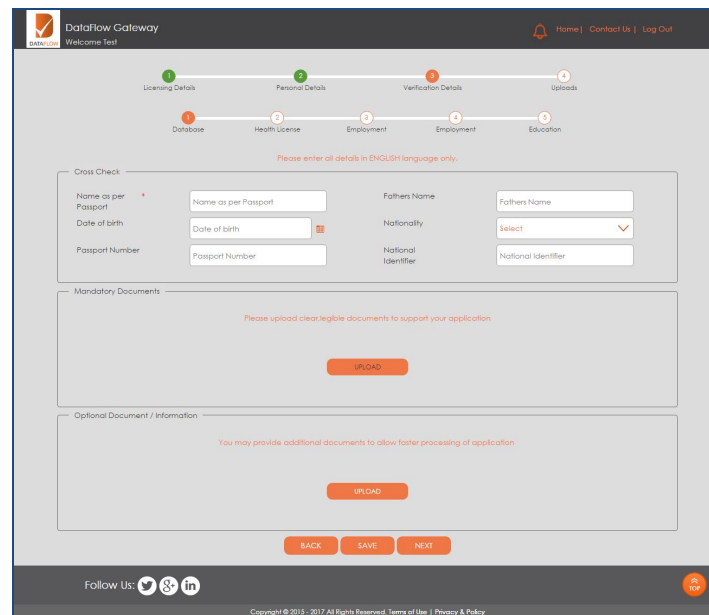
Step Five

- On the 'Personal Details' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Passport
  - ✓ Name Change Certificate (If applicable) - Supported by a Marriage Certificate, Affidavit or Any Other Legal Document
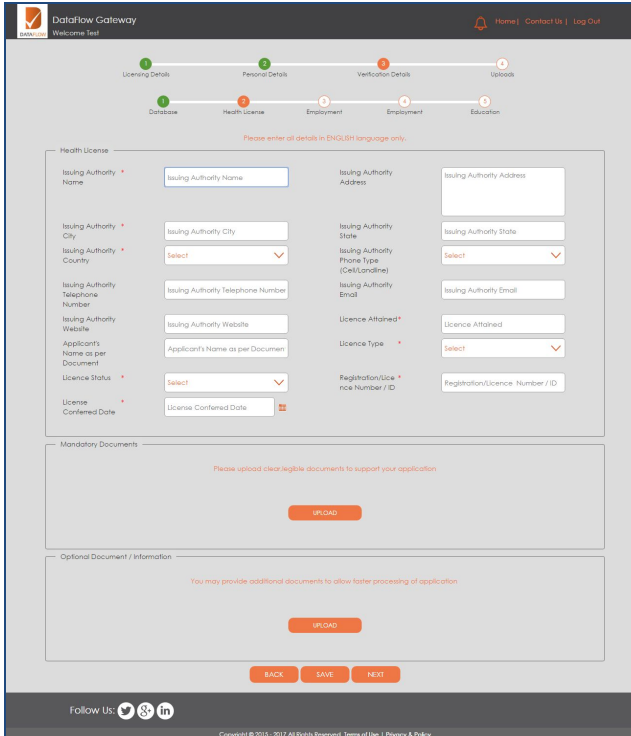
Step Six

- On the 'Health License' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Medical / Nursing License (Front and back pages)
  - ✓ Renewal Document (If applicable)

Note: If you do not have your health license details, contact the NHRA to assist you with the processing of your application.
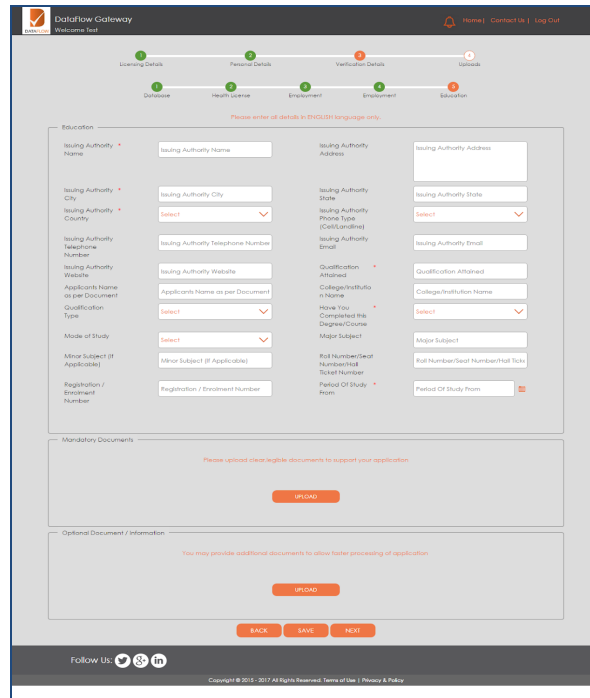
Step Seven

- On the 'Employment' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below, based on the number of employments selected in the 'Package Details' page:
  - ✓ Certificate of Experience from Previous Employer(s) (Issued by HR Department(s))
  - ✓ Self-Employment or Business Registration Document Pertaining to Self-Employment

Step Eight

- On the 'Education' page, enter the required details and upload clear, uncut copies of the mandatory documents listed below:
  - ✓ Original Education Degree(s)
  - ✓ Backpage of Education Degree (Applicable for degrees obtained from Afghanistan, Egypt, India and Pakistan)

Step Nine

- After you have entered all component details - you need to first download then sign, scan and upload the 'Letter of Authorization'. You will not be able to proceed with your application until you upload a signed copy of the 'Letter of Authorization'
- Once done, click 'Next'

Step Ten

- On the 'Application Review' page, carefully review your entered details before submitting
- You can edit your entered information by clicking on the 'Edit' tab
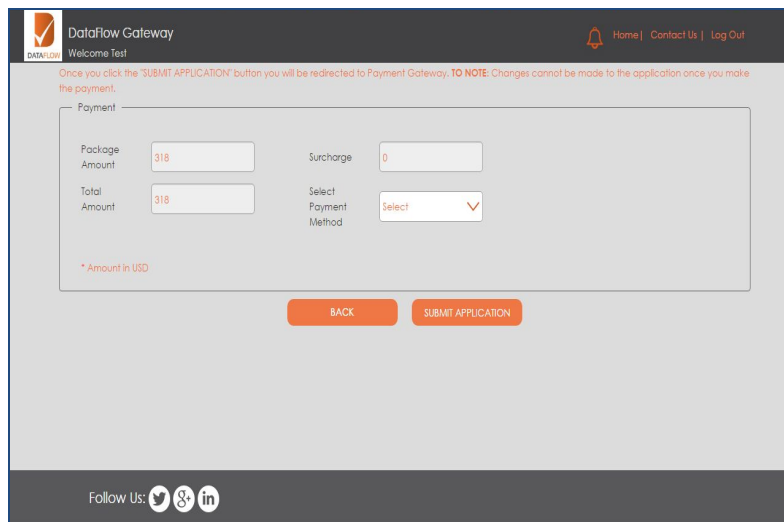
Step Eleven

- On the 'Payment' page - based on the package selected and additional components entered - you will view the overall fee in the 'Total Amount' field
- You can either go back to review your entered details or proceed to conclude your payment by clicking the 'Submit Application' button
- By clicking the 'Submit Application' button, you will be redirected to the payment gateway
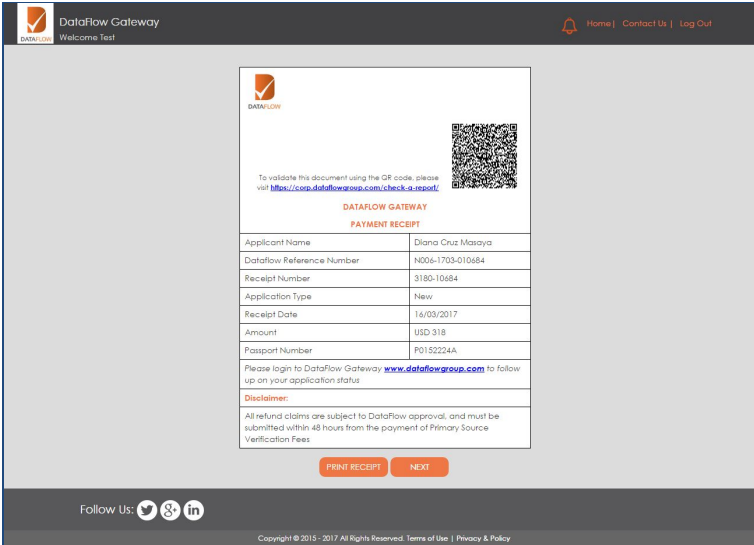
Step Twelve

- Once you have completed your payment, the system will automatically populate a printable payment receipt and will forward your case to the DataFlow Group to initiate the verification process

Step Thirteen

- To provide missing documents, click on 'Additional Information Required' to learn why there was an 'Insufficiency' in your application. The system also allows you to enter comments against each 'Insufficiency' and upload the missing document(s)
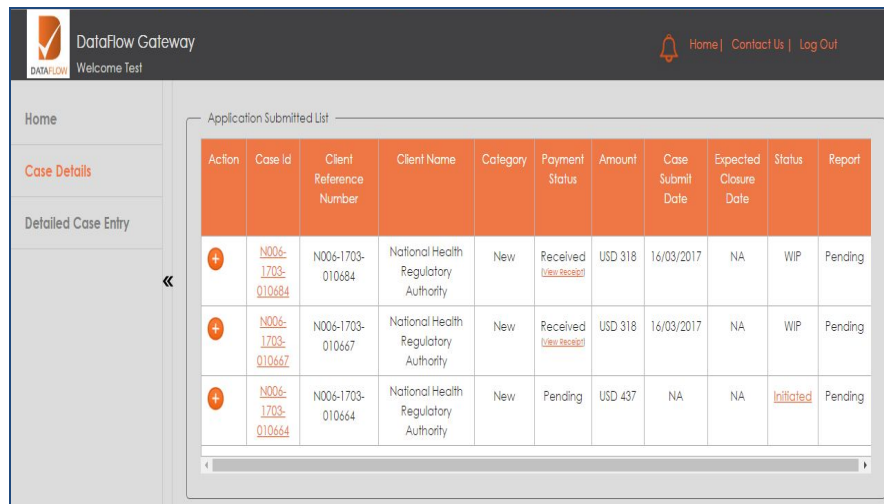
Step Fourteen

- To track the status of your application, click on the 'Check Your Status' button and you will be redirected to the page screenshotted below
- To review the details entered in your application, click on 'Case ID'
- Once your final DataFlow Group report is completed, you can download a copy for your reference