

User Manual for Online Registration under West Bengal Dental Council for New Registration for Dental Hygienist

INTRODUCTION

This manual will guide you the step-by-step process on how to Register online at the West Bengal Dental Council (www.wbdc.org.in) for **New Registration for Dental Hygienist**.

STEPS TO FOLLOW:



Required Documents for New Registration for Dental Hygienist (For 1st time Registration)

CANDIDATE NEED TO DOWNLOAD THE BELOW MENTIONED DOCUMENTS OR IT WILL BE AVAILABLE FROM THE 'DOWNLOAD FORMS' SECTION ON THE WEBSITE:



[Application Form for Dental Hygienist Registration](#) <Click to download>

At first the Candidate(s) need to pay the **Application for Registration Fees of Rs. 500/-** at the time of filling of application to any of the following Payment Mode(s):

UPI ID: **wbdc637127@sbi**

SCAN & PAY



Account Name: West Bengal Dental Council
Bank: State Bank of India
Account No: 11143637127
IFSC: SBIN0000001
Branch: Kolkata Main Branch

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The following documents are required to be arranged strictly

- 1) Application Form for Dental Hygienist Registration duly filled by the candidate
- 2) Hygienist Marksheet
- 3) Higher secondary passed Marksheet
- 4) Madhyamik Admit / DOB Certificate
- 5) Address Proof in WB
- 6) 2nos. recent color passport photo *(This will be required at the time of visiting Council Office)*

NOTE: All the above required documents must strictly not exceed 8 MB in size, in total, under any circumstances.

- CANDIDATE(S) NEED TO SUBMIT THE SCANNED COPIES OF ALL THE ABOVE-MENTIONED TESTIMONIALS ALONG WITH THE **ONLINE PAYMENT RECEIPT** TO THE COUNCIL'S EMAIL: **info@wbdc.org.in**
- THEN COUNCIL WILL VERIFY THE AFORESAID DOCUMENTS.
- COUNCIL WILL INFORM THE CANDIDATE(S) OVER PHONE/EMAIL FOR ATTENDING **PHYSICALLY HIMSELF/HERSELF** AT THE COUNCIL OFFICE ONCE.
- CANDIDATE(S) NEED TO PRODUCE ALL THE **ABOVE-MENTIONED ORIGINAL TESTIMONIALS ALONG WITH THE ONLINE PAYMENT RECEIPT** AT THE TIME OF VISITING COUNCIL OFFICE.
- COUNCIL WILL PROVIDE THE **NEW REGISTRATION CERTIFICATE** TO THE CANDIDATE AT THAT TIME.

NB: CANDIDATE(S) ARE HEREBY INFORMED THAT THEY ARE REQUIRED TO VISIT THE COUNCIL OFFICE ONLY ONCE FOR PHYSICAL VERIFICATION OF TESTIMONIALS REQUIRED FOR THIS PURPOSE AND COLLECTION OF THE REGISTRATION CERTIFICATE.

Thank You