

# Restoring Medical Laboratory Science Registration Online

## 1 Login to your online portal.



If you do not have a login and wish to apply for registration, please create a profile here.

[Forgot Password?](#)

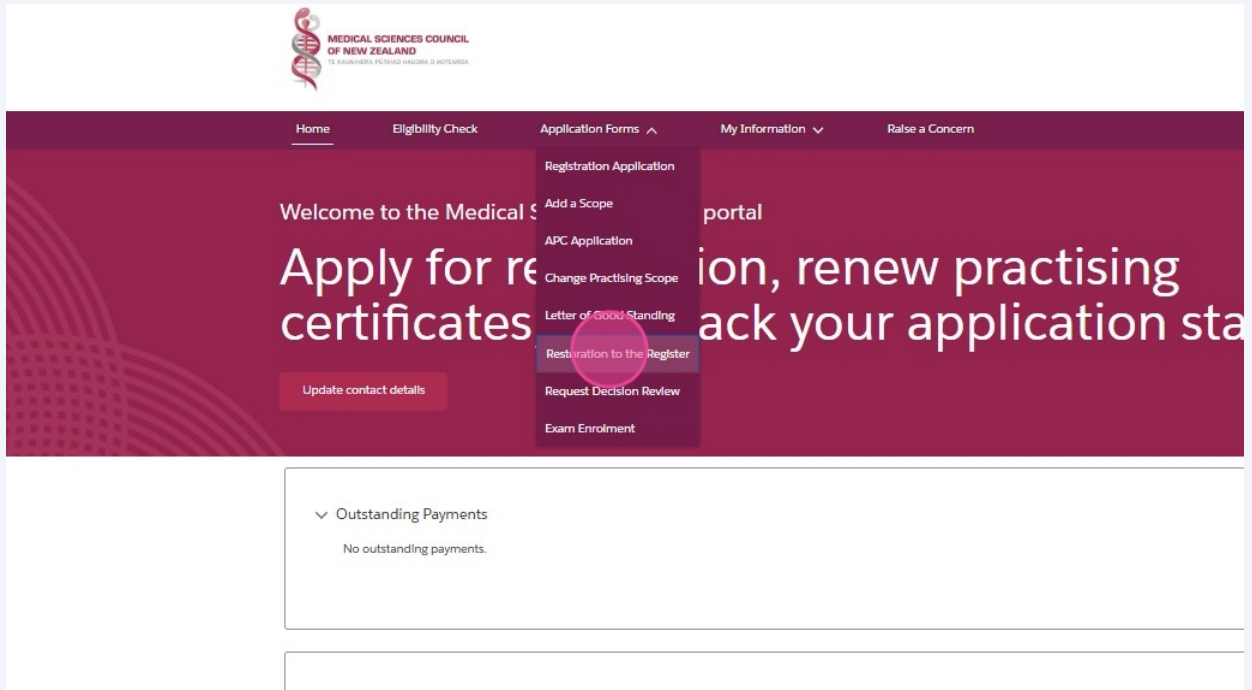
Contact the Council at [msc@medscl.co.nz](mailto:msc@medscl.co.nz) If you have any questions.

2 If you cannot remember your password, use the password reset function.

If you cannot remember your username, contact the Council at [msc@medsci.co.nz](mailto:msc@medsci.co.nz)

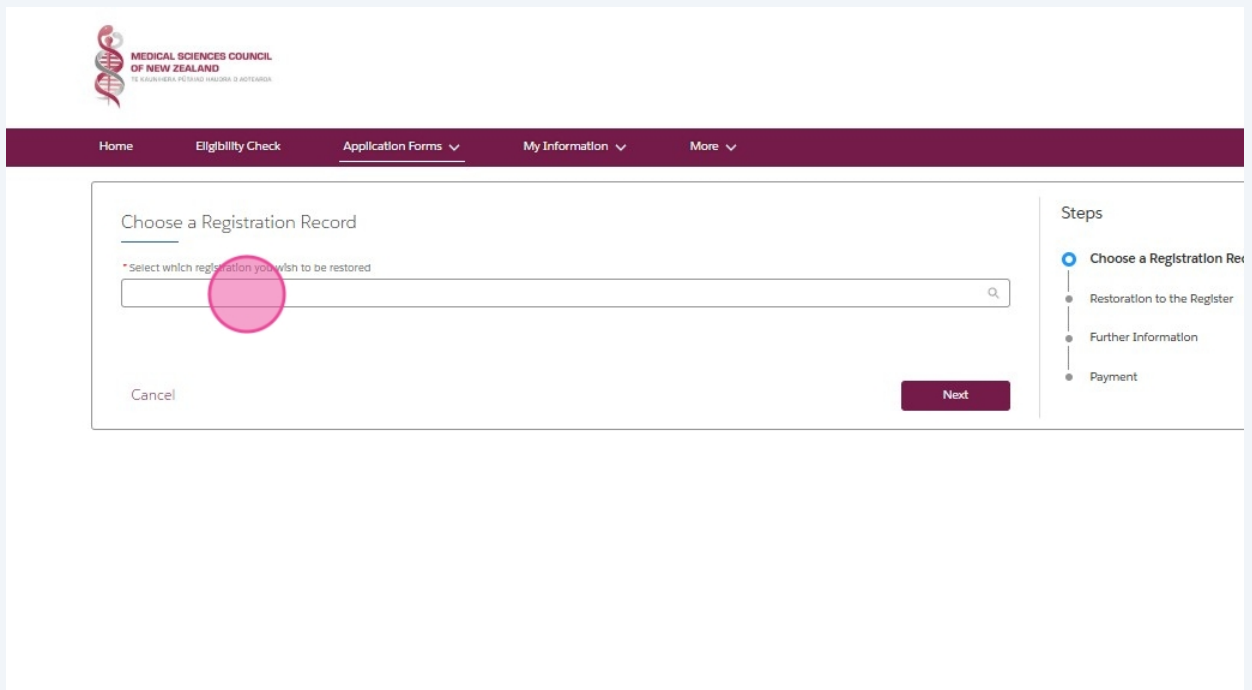
3 Once in your online portal, click "Application Forms"

#### 4 Select the "Restoration to the Register" form.



The screenshot shows the Medical Sciences Council of New Zealand portal. The header includes the logo and navigation links: Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. The 'Application Forms' dropdown menu is open, showing options: Registration Application, Add a Scope, APC Application, Change Practising Scope, Letter of Good Standing, Restoration to the Register (highlighted with a pink circle), Request Decision Review, and Exam Enrolment. The main content area has a large banner with the text 'Welcome to the Medical Sciences Council portal' and 'Apply for registration, renew practising certificates, or track your application status'. Below the banner, there is a section for 'Outstanding Payments' which states 'No outstanding payments.'

#### 5 Select the registration you wish to be restored.



The screenshot shows the 'Choose a Registration Record' form. The header includes the logo and navigation links: Home, Eligibility Check, Application Forms, My Information, and More. The form has a search bar with the placeholder text '\*Select which registration you wish to be restored'. Below the search bar are 'Cancel' and 'Next' buttons. On the right side, there is a 'Steps' section with a vertical list of steps: 'Choose a Registration Record' (highlighted with a blue circle), 'Restoration to the Register', 'Further Information', and 'Payment'.

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Then, you will be required to answer some declarations related to your fitness to practice.

Restoration to the Register

☐ I agree
 

Please note, by completing this application form, you are making a statutory declaration. You make a statutory declaration when you need to confirm that something is true. It is your responsibility to make sure your declaration is correct and meets all the necessary legal requirements. Making a false declaration, per section 172 of the Health Practitioners Competence Assurance Act 2003, is an offence and punishable on conviction to a fine not exceeding \$10,000.

☐ I agree
 

I wish to have my name restored to the Register

I confirm that since I was registered and/or last held an APC with the Council:

\*I do not have any criminal convictions, or have any criminal charges pending

☐ Yes

☐ No

\*I have not been subject to any disciplinary proceedings and am not subject to any professional investigation ⓘ

☐ Yes

☐ No

☐ I agree
 

I understand that before commencing practise in New Zealand I must apply for a practising certificate and provide the relevant supporting documentation.

Please see the return to practice page on the website for more information.  
<https://www.mscouncil.org.nz/already-registered/ceasing-or-returning-to-practise/>

Cancel

Previous


Next

Steps

- Choose a Registration Record
- Restoration to the Register**
- Further Information
- Payment

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Then you will be required to apply for a criminal record check and provide us with the reference number, as well as answer two payment-related declarations.



Home Eligibility Check **Application Forms** My Information More

Further Information

To apply to be restored to the register, you must provide a criminal conviction check from each country you have lived in for more than 12 months since you were first registered or last held a practising certificate (whichever is most recent). Your application will not be processed until all checks have been received from the providers specified below.

**If you have lived in Aotearoa New Zealand for more than 12 months:**  
 The Council's provider of Aotearoa New Zealand criminal conviction checks is the Ministry of Justice. You will be sent a link via email to apply for this check when your application has been received. The Council will cover the cost of this check.

**If you have lived in any country (excluding Aotearoa New Zealand - see above) for more than 12 months:**  
 The Council's provider of criminal conviction checks is Fit2Work. You will need to apply and pay for a criminal conviction check for **every** country you have lived in for more than 12 months since you were first registered or last held a practising certificate (whichever is most recent). You can do this using the links on our website here. You will receive a reference number for your application - please enter this below.

\*Police check reference number

\*Are you completing this application from within New Zealand?

☐ Yes

☐ No

☐ I agree
 

I understand that application fees are non-refundable.

Cancel

Previous

Proceed to Payment

Steps

- Choose a Registration Record
- Restoration to the Register
- Further Information**
- Payment

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### Finally, you must pay the required restoration fee.

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from within New Zealand?

and that application fees are **non-refundable**.

Previous

Proceed to Payment

- ✓ Choose a Registration Record
- ✓ Restoration to the Register
- Further Information
- Payment

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### Click "Proceed to Payment Gateway"

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Eligibility Check

Application Forms ▾

My Information ▾

More ▾

received your payment, we will review your application and be in contact if we need any further information.

Proceed to Payment Gateway

#### Steps

- ✓ Choose a Registration Record
- ✓ Restoration to the Register
- ✓ Further Information
- Payment