



How to Apply Guide

Department of Health - Abu Dhabi

A Step-by-step Verification Application Guide

Introduction

This dedicated platform is built to empower Facilities and PROs to manage and submit verification applications on behalf of your candidates with maximum efficiency.

[Click here](#) to visit the **DataFlow Verification Business Portal**.

Simply follow the steps below to complete the application on behalf of your applicants.

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Helpful Information

1. DataFlow Scope with the Department of Health - Abu Dhabi

Mandatory Primary Source Verification (PSV) of all academic and professional credentials directly with issuing authorities (universities, hospitals, licensing bodies) to ensure authenticity and licensing compliance.

2. Verification Turn-around Time (TAT)

- **Standard Processing:** 25 Working Days (starts after payment and complete document submission).
- **Express Service:** 14 Working Days (starts after payment and complete document submission).

3. Professional Qualification Requirements (PQR)

[Check Department of Health - Abu Dhabi's Professional Qualification Requirements \(PQR\)](#) to ensure you submit the right documents for your applicant's profession.

4. Document Upload Guidelines

Please ensure you adhere to the Document Upload Guidelines for a smooth experience when uploading the documents.

Here are some best practices that you can follow.

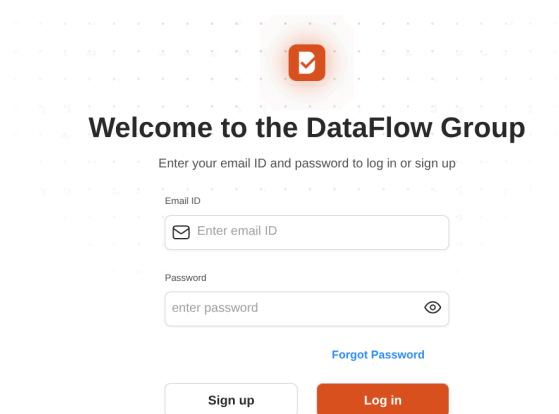
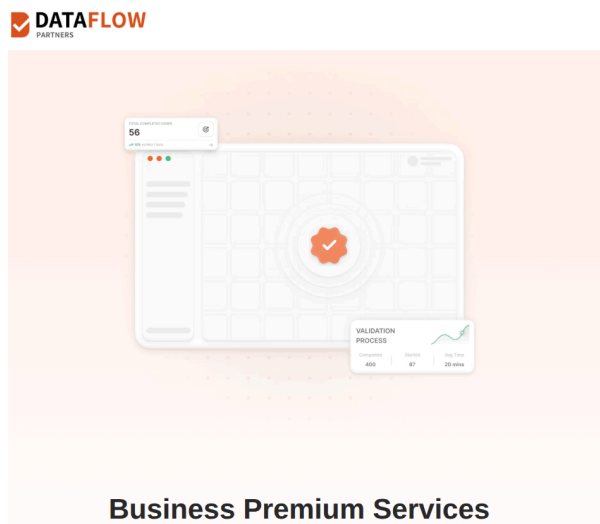
- Use a scanner or a clear camera shot, avoid shadows and glare.
- Submit files in PDF, JPEG, or PNG format only.
- Upload clear original documents only, since blurry or low-quality screenshots may be rejected.
- Ensure the document is not cropped, not upside down, and not too dark or overexposed.
- Avoid translated versions and use only the original certificate copies.

1. Log in to DataFlow's Business Portal

To begin, log in to your dedicated Business Account. For security, use your unique password sent to your registered business email to access the dashboard.

- **Important Note:** You must use the same email ID linked to your registered TAMM UIN. Mismatched details could delay your application or require you to start over.
- **Quick Tip:** While navigating the platform, please use the browser's back button if you need to go back to the previous page.

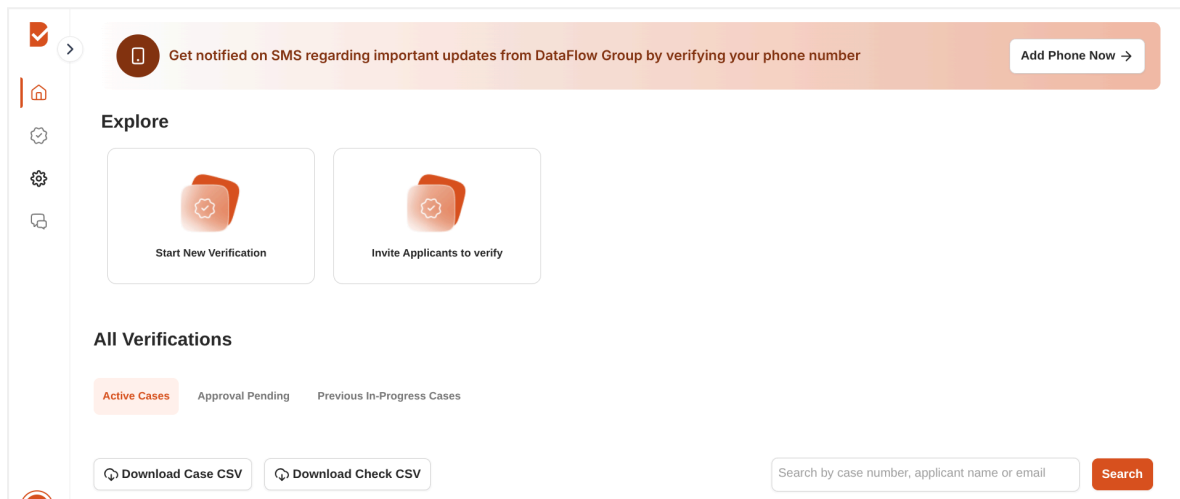
Next, fill in your applicant's personal information. Make sure the details you enter are exactly the same as the official documents.



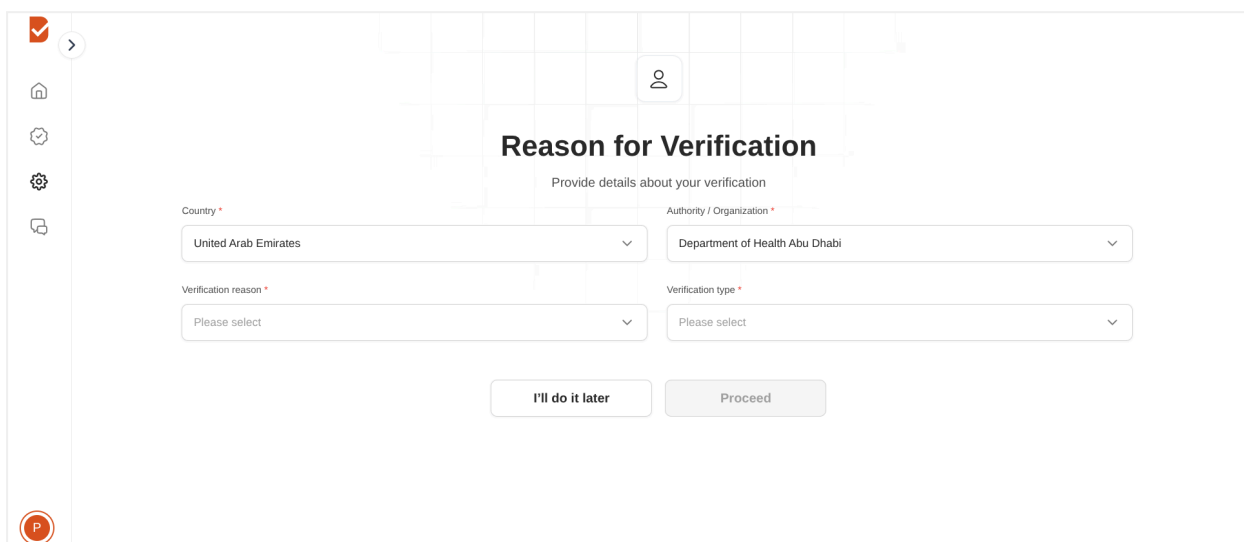
2- Start a New Verification

Click on 'Start new verification' to begin the verification application on behalf of your applicant.

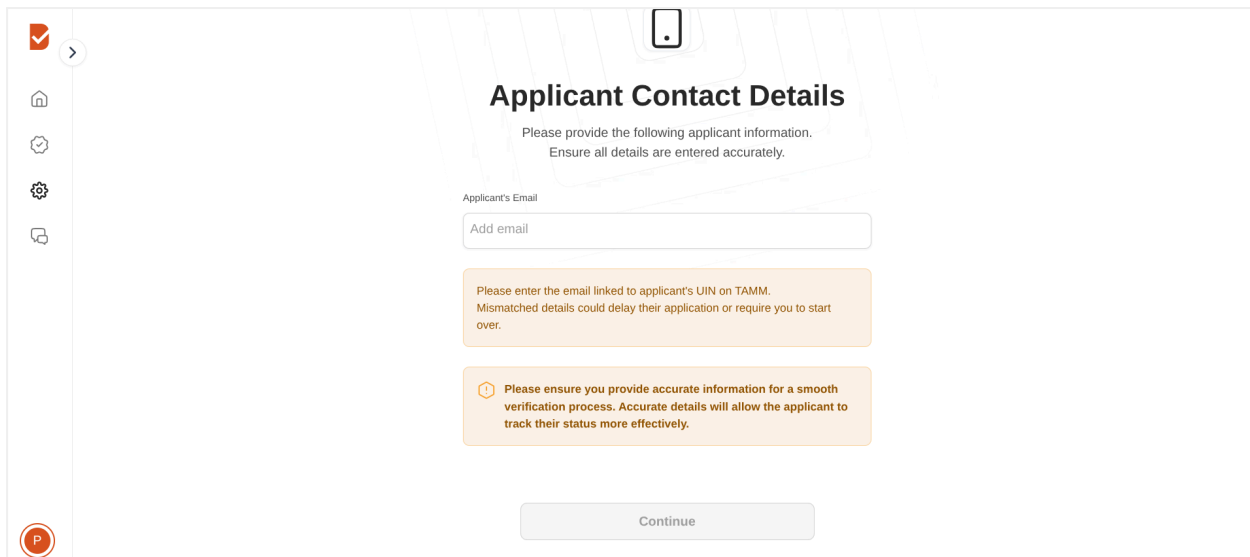
Alternatively, you can add or invite your applicant to apply as well.



Next, select the specific reason and type of verification required by DOH for your applicant's professional profile.

The screenshot shows the 'Reason for Verification' form. The title is 'Reason for Verification' with a subtitle 'Provide details about your verification'. There are four dropdown menus: 'Country' (selected: United Arab Emirates), 'Authority / Organization' (selected: Department of Health Abu Dhabi), 'Verification reason' (selected: Please select), and 'Verification type' (selected: Please select). At the bottom, there are two buttons: 'I'll do it later' and 'Proceed'.

Enter the applicant's email address. Make sure it matches the email address linked to their UIN on the TAMM portal.



Applicant Contact Details

Please provide the following applicant information.
Ensure all details are entered accurately.

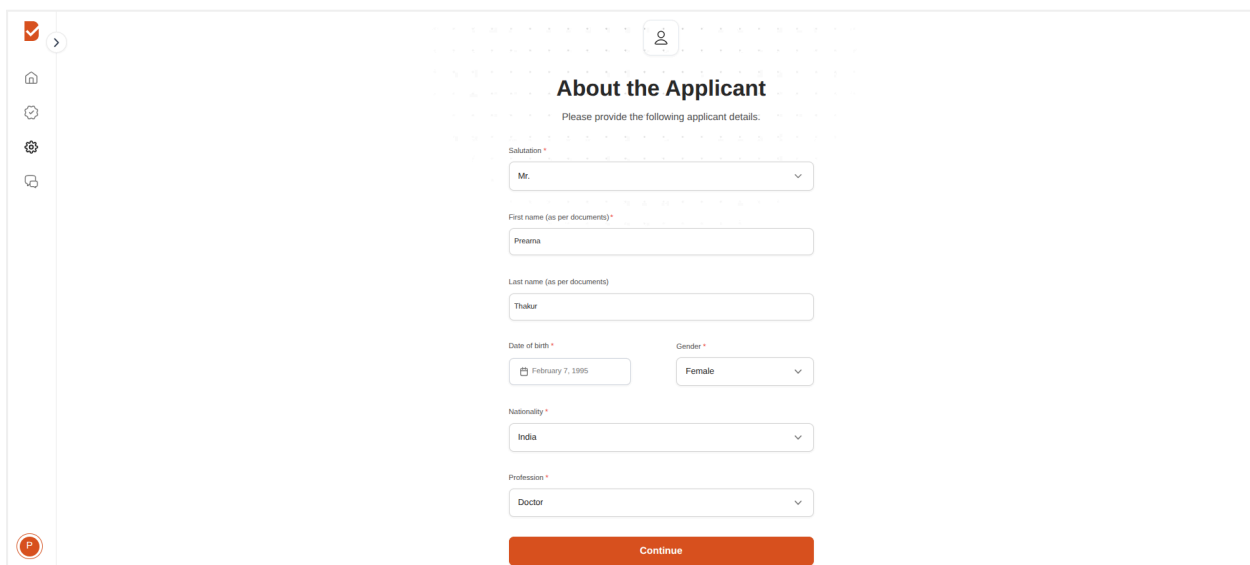
Applicant's Email

Please enter the email linked to applicant's UIN on TMM.
Mismatched details could delay their application or require you to start over.

Please ensure you provide accurate information for a smooth verification process. Accurate details will allow the applicant to track their status more effectively.

Continue

Now, add/ update the applicant's personal details like name, date of birth, gender, nationality, and profession.



About the Applicant

Please provide the following applicant details.

Salutation *

Mr.

First name (as per documents) *

Preetna

Last name (as per documents)

Thakur

Date of birth *

February 7, 1995

Gender *

Female

Nationality *

India

Profession *

Doctor

Continue

3. Select Verification Documents

[Check Department of Health - Abu Dhabi's Professional Qualification Requirements \(PQR\)](#) to ensure you submit the right documents for your applicant's profession.

At this stage, you can also add any additional documents needed for verification and click continue.

Select Checks For Verification

United Arab Emirates | Department of Health Abu Dhabi | License Application | General Practitioners | Estimated Price: 0 AED*

Degree / Diploma (Mandatory)

Degree Certificate
Official document certifying the completion of an academic degree

+ Add

You must select at least 1 checks.

Employment (Mandatory)

Experience Letter
Letter from an employer confirming employment tenure and designation

+ Add

You must select at least 1 checks.

Good Standing (Mandatory)

Certificate Of Good Standing
Document confirming a professional's good standing in their field (Should be issued within last 6 months of application)

+ Add

You must select at least 1 checks.

Identity (Mandatory)

Passport - First Page
The first page of the passport containing personal information

+ Add

You must select at least 1 checks.

License (Mandatory)

Health License
Official license to practice, issued to health professionals

+ Add

You must select at least 1 checks.

Risk Dataset (Mandatory)

Risk Dataset
Findings on the applicant's professional behavior (if any)

+ Add

You must select at least 1 checks.

Additional Checks (Optional)

Fellowship Certificate
30 AED (Per Document)
Certificate issued upon completion of a fellowship program

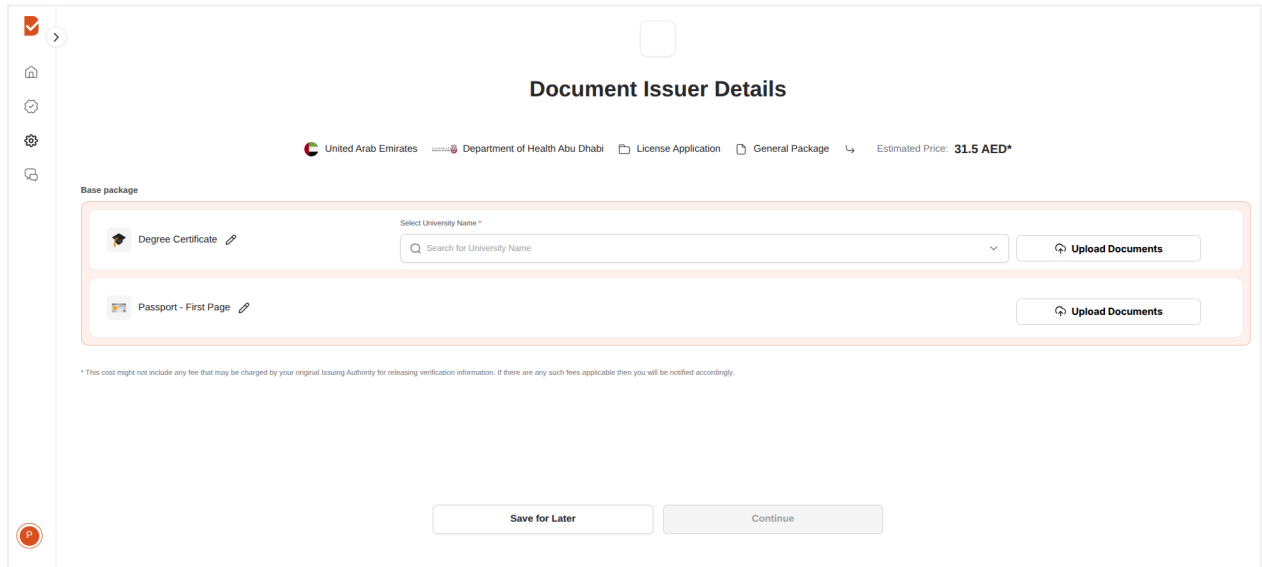
+ Add

Certificate of Specialisation
30 AED (Per Document)
Certificate issued upon clearing the specialisation certification exam

+ Add

4. Add Issuing Authority Details

Enter the details of the authorities that issued your applicant's documents. Use the search box to find the issuer; if they are not listed, you can manually add their details for our team to verify the organization's authenticity and include them in our network to complete your request.



Document Issuer Details

United Arab Emirates > Department of Health Abu Dhabi > License Application > General Package Estimated Price: **31.5 AED***

Base package

Degree Certificate 

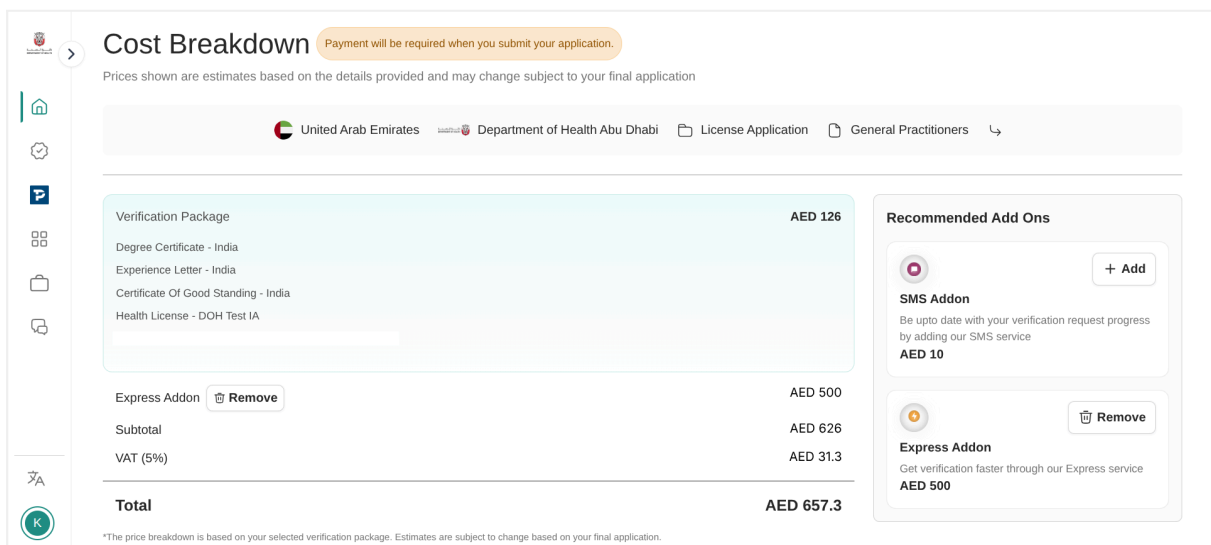
Passport - First Page 

* This cost might not include any fee that may be charged by your original issuing Authority for releasing verification information. If there are any such fees applicable then you will be notified accordingly.

5. Review Cost Breakdown

At this stage, you will receive a cost breakdown depending on your applicant's selected documents. This is subject to change in case any extra fees are required.

Review this and click continue to proceed.



Cost Breakdown Payment will be required when you submit your application.

Prices shown are estimates based on the details provided and may change subject to your final application

United Arab Emirates > Department of Health Abu Dhabi > License Application > General Practitioners

Item	Price (AED)
Verification Package	AED 126
Degree Certificate - India	
Experience Letter - India	
Certificate Of Good Standing - India	
Health License - DOH Test IA	
Express Addon Remove	AED 500
Subtotal	AED 626
VAT (5%)	AED 31.3
Total	AED 657.3

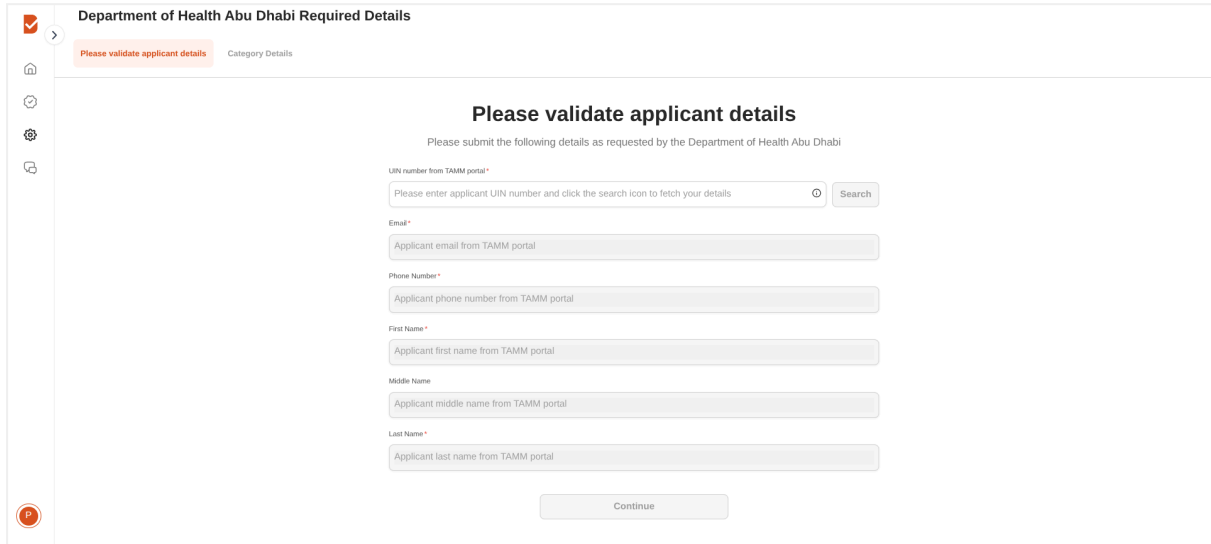
*The price breakdown is based on your selected verification package. Estimates are subject to change based on your final application.

Recommended Add Ons

- SMS Addon**
Be upto date with your verification request progress by adding our SMS service
AED 10
- Express Addon**
Get verification faster through our Express service
AED 500

6. Add Applicant's Tamm UIN

You will now be asked to add your applicant's UIN Number as issued by Tamm.



Department of Health Abu Dhabi Required Details

Please validate applicant details Category Details

Please validate applicant details

Please submit the following details as requested by the Department of Health Abu Dhabi

UIN number from Tamm portal *

Please enter applicant UIN number and click the search icon to fetch your details

Email *

Applicant email from Tamm portal

Phone Number *

Applicant phone number from Tamm portal

First Name *

Applicant first name from Tamm portal

Middle Name

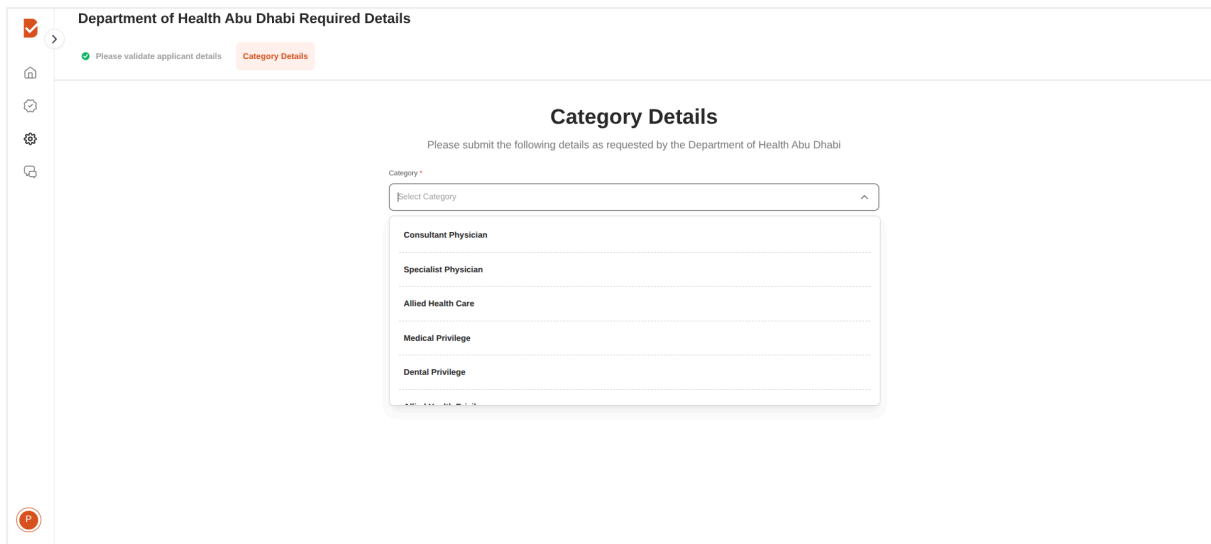
Applicant middle name from Tamm portal

Last Name *

Applicant last name from Tamm portal

7. Select Applicant's Category

From the dropdown, choose your applicant's category and click continue.



Department of Health Abu Dhabi Required Details

Please validate applicant details Category Details

Category Details

Please submit the following details as requested by the Department of Health Abu Dhabi

Category *

Select Category

Consultant Physician

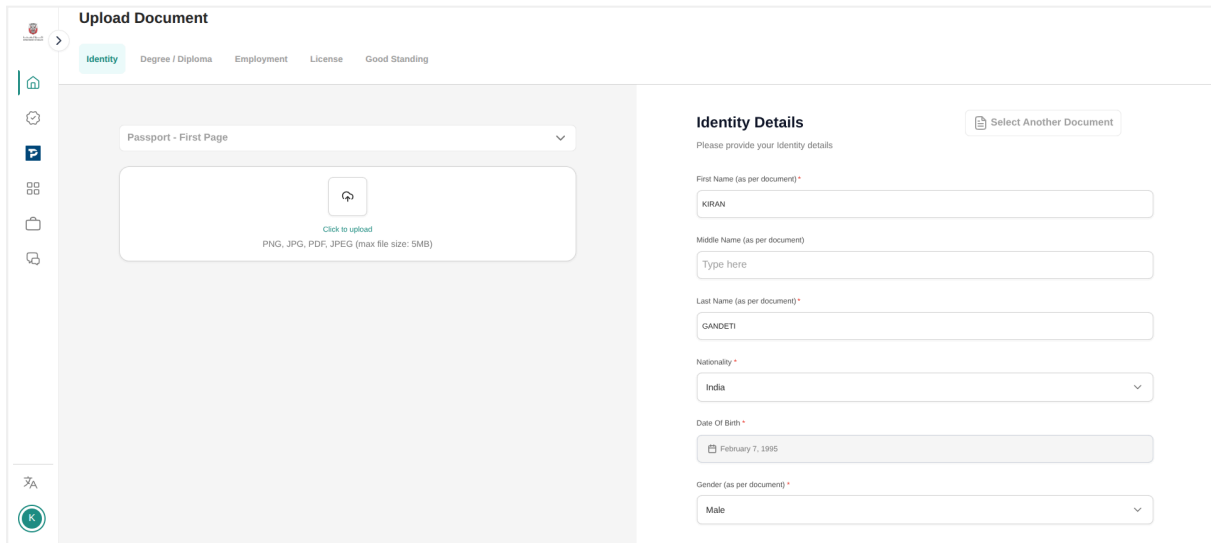
Specialist Physician

Allied Health Care

Medical Privilege

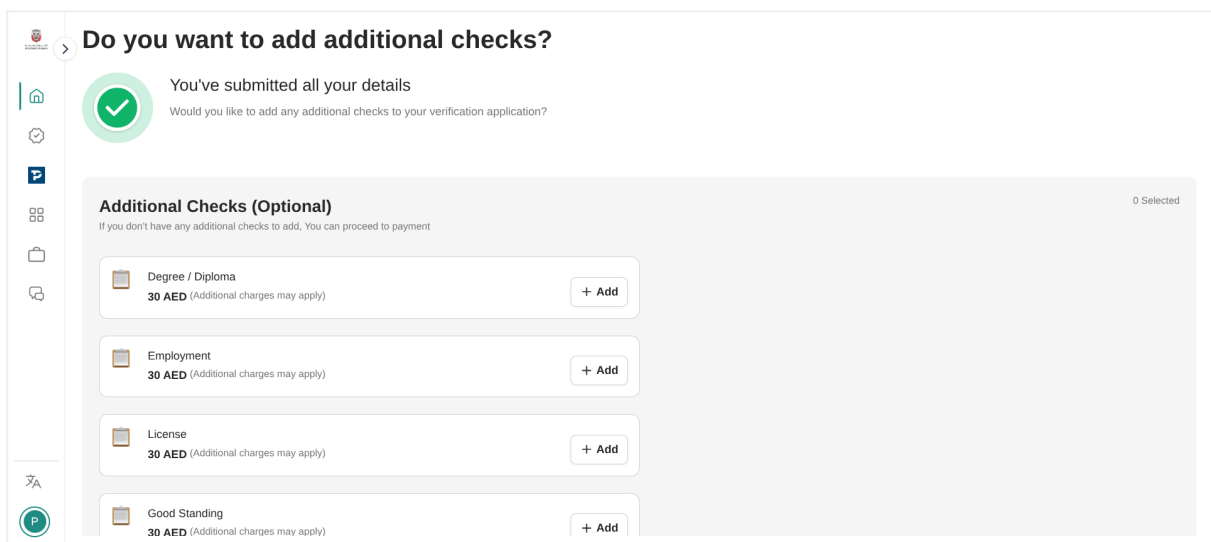
Dental Privilege

8. Upload Documents



Upload your selected documents.

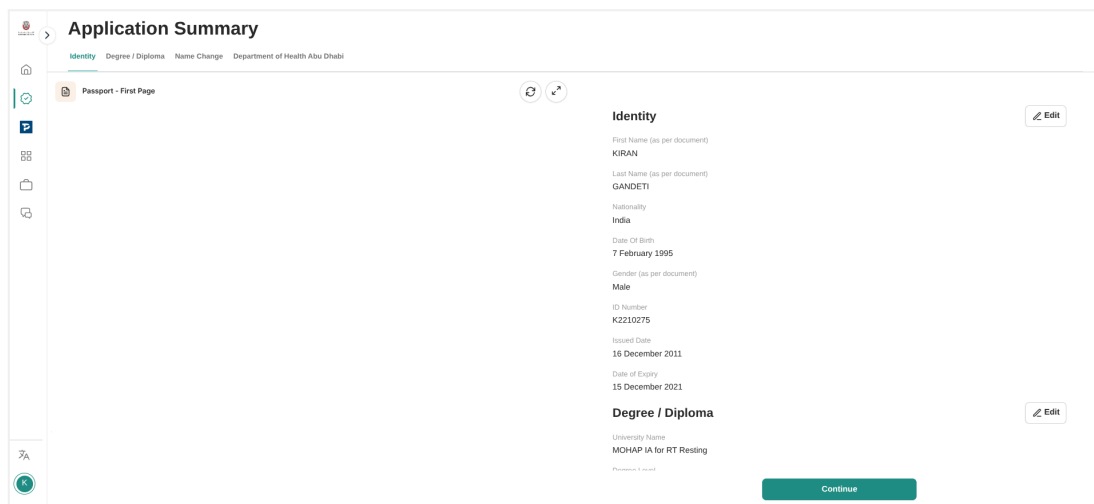
Additional Documents - Add any other documents that you may choose to verify now (*subject to additional charges*), or proceed straight to the application summary.



9. Review Application

Carefully review your uploaded documents and application details before proceeding to the next step.

Use "Edit" to correct anything.



Application Summary

Identity Degree / Diploma Name Change Department of Health Abu Dhabi

Passport - First Page

Identity [Edit](#)

First Name (as per document)
KIRAN

Last Name (as per document)
GANDETI

Nationality
India

Date of Birth
7 February 1995

Gender (as per document)
Male

ID Number
K2210275

Issued Date
16 December 2011

Date of Expiry
15 December 2021

Degree / Diploma [Edit](#)

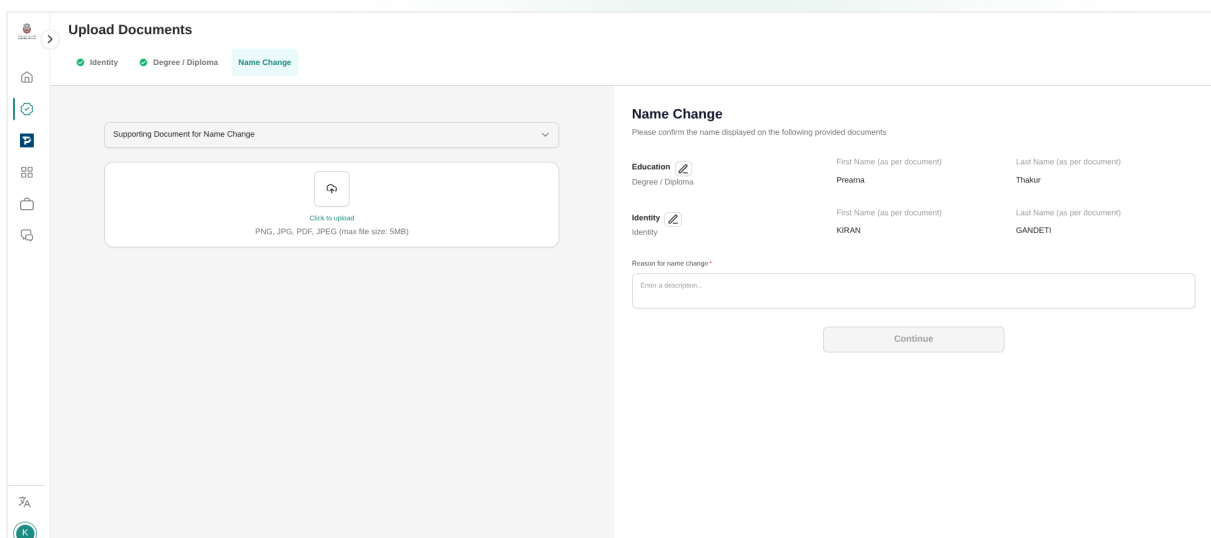
University Name
MOHAP IA for RT Resting

Progress: 3 / 4

[Continue](#)

Name Change

To prevent verification delays, your name must be consistent across all uploaded documents. The portal will ask you to correct this where required.



Upload Documents

Identity Degree / Diploma **Name Change**

Supporting Document for Name Change

[Click to upload](#)
PNG, JPG, PDF, JPEG (max file size: 5MB)

Name Change

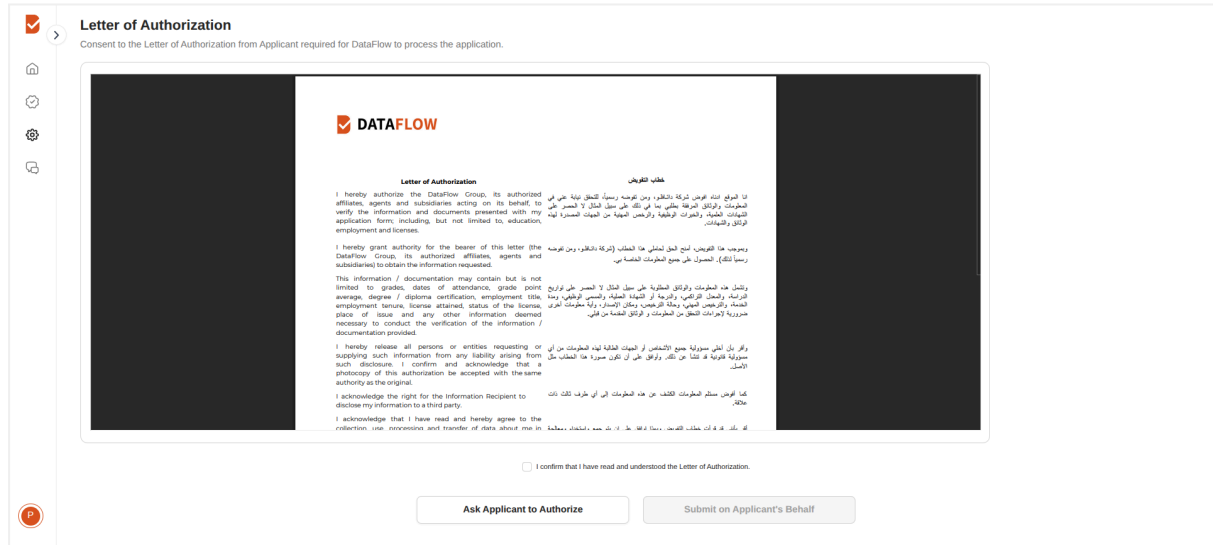
Please confirm the name displayed on the following provided documents

Document Type	First Name (as per document)	Last Name (as per document)
Education / Diploma	Preema	Thakur
Identity	KIRAN	GANDETI

Reason for name change*

[Continue](#)

10. Submit Letter of Authorization (LOA)



You will now be required to sign a Letter of Authorization that allows DataFlow to verify the information you entered on your behalf.

There are two ways to submit the Letter of Authorization -

1. Ask Applicant to authorize

The applicant will receive a One-Time Password (OTP) by email, which you can then enter into the system to complete the authorization on their behalf.

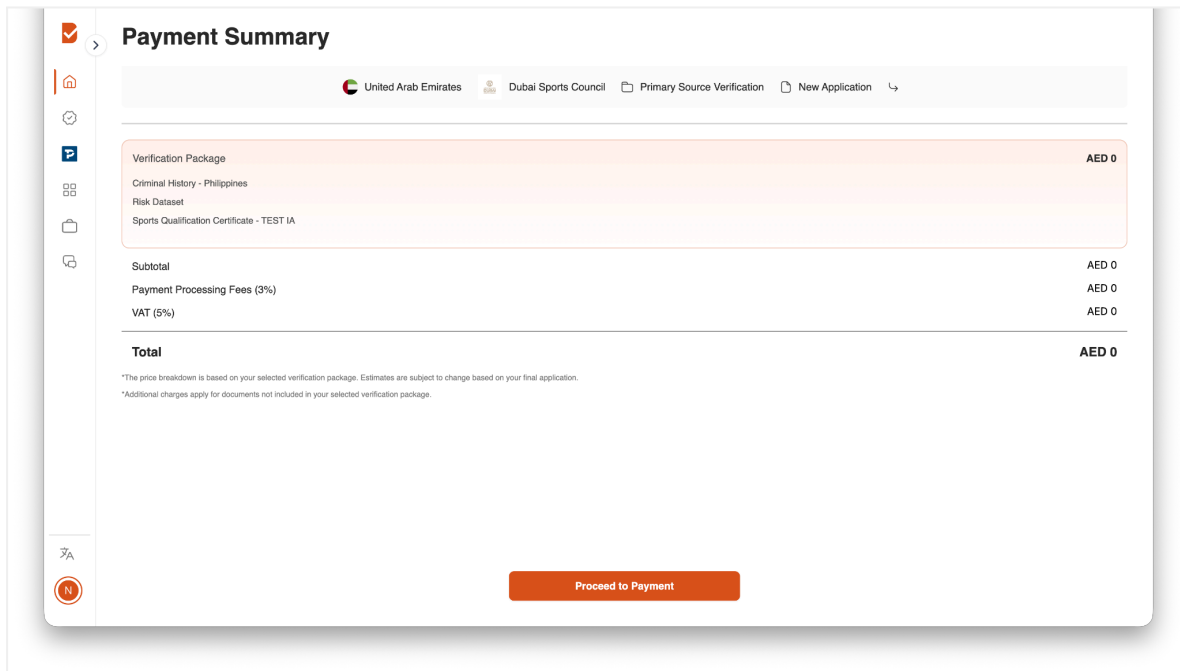
2. Submit on Applicant's behalf

Upload a document that has been manually signed by the applicant to proceed or e-sign the document.

Note: Once the Letter of Authorization is submitted, you will not be able to edit or add any new details to the application.

11. Pay Securely Online

Review the fee breakdown, then select "Proceed to Payment."



Payment Summary

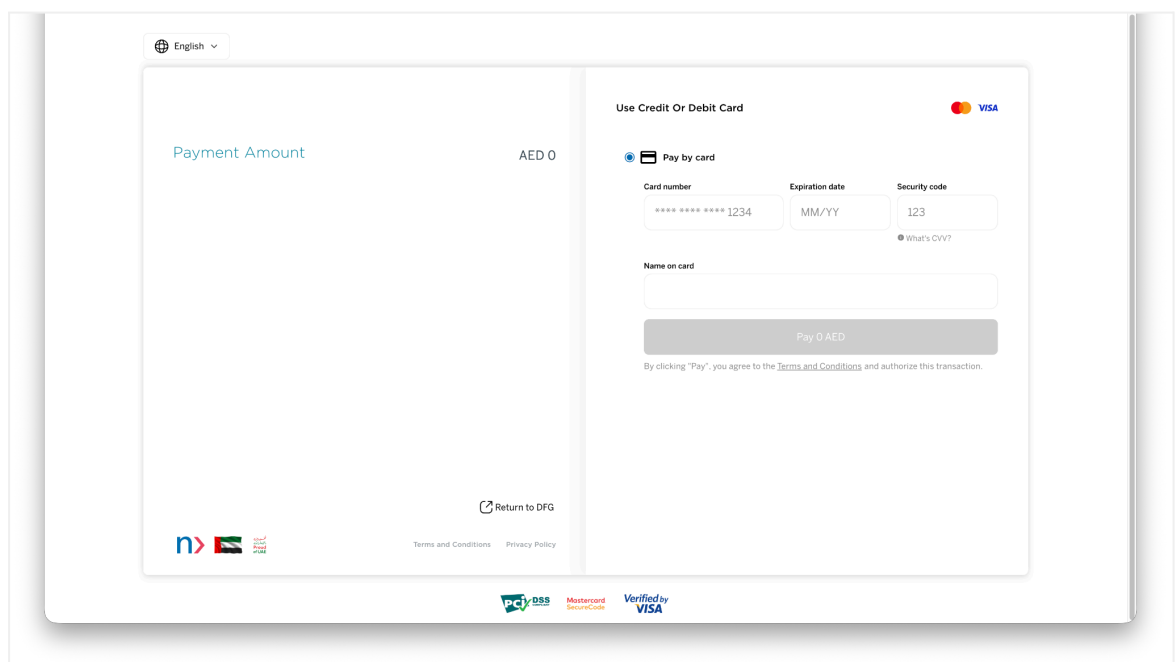
United Arab Emirates | Dubai Sports Council | Primary Source Verification | New Application

Verification Package	AED 0
Criminal History - Philippines	
Risk Dataset	
Sports Qualification Certificate - TEST IA	
Subtotal	AED 0
Payment Processing Fees (3%)	AED 0
VAT (5%)	AED 0
Total	AED 0

*The price breakdown is based on your selected verification package. Estimates are subject to change based on your final application.
*Additional charges apply for documents not included in your selected verification package.

[Proceed to Payment](#)

Enter your payment details and confirm to complete application submission.



English

Payment Amount AED 0

Use Credit Or Debit Card 

☒ **Pay by card**

Card number: 1234 5678 9010 1234 | Expiration date: MM/YY | Security code: 123

Name on card:

[What's CVV?](#)

[Pay 0 AED](#)

By clicking "Pay", you agree to the [Terms and Conditions](#) and authorize this transaction.

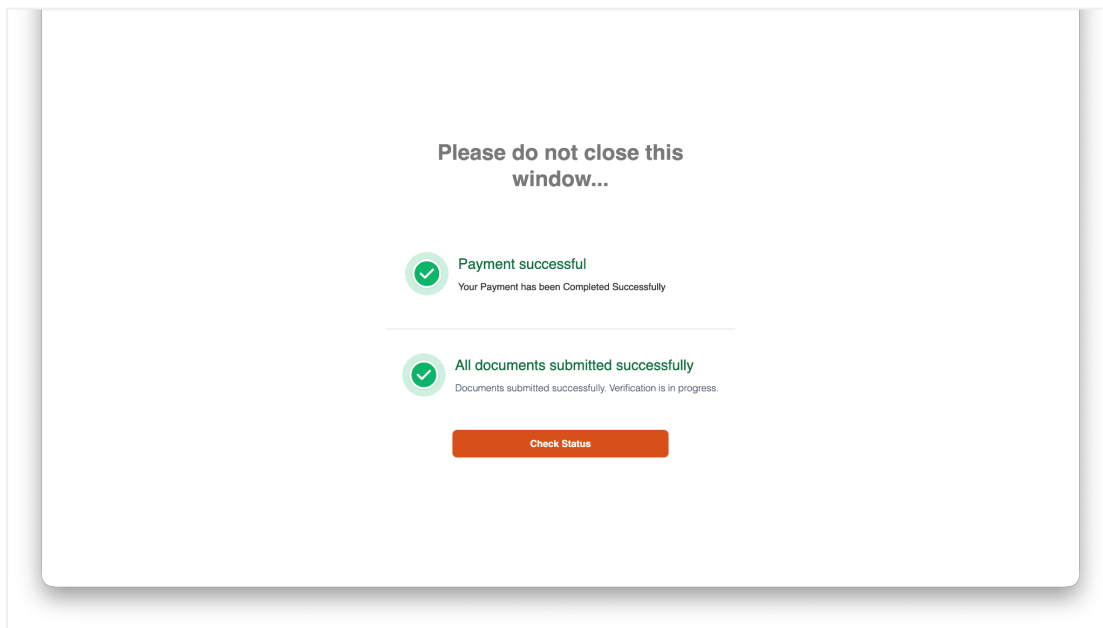
[Return to DFG](#)

 [Terms and Conditions](#) [Privacy Policy](#)

Once payment is complete, you'll receive a confirmation with your unique Request ID along with the details of which documents were accepted.

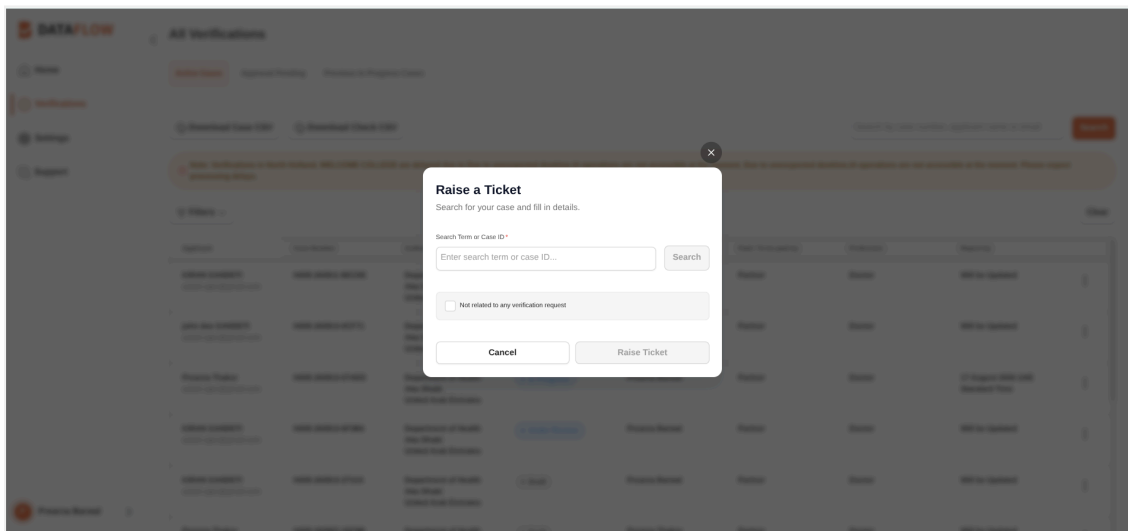
Unclear/ incorrect documents (e.g., a blurry passport scan) will be flagged for re-upload — your payment remains unaffected. Please refer to the Document Upload Guidelines.



Upon completion, you will receive a unique Case Number. You can track the progress of all your submitted applications directly through your Business Portal dashboard.

13. Get Support

For any technical assistance or specific case inquiries, our team is here to help. You can easily raise a support ticket directly through the Business Portal.



Thank you for your continued partnership with DataFlow. Together, we ensure a seamless and secure verification journey for healthcare professionals.