



DATAFLOW

## Welcome to the Ministry of Works, Municipalities Affairs and Urban Planning

We have partnered with the DataFlow Group for the Primary Source Verification, to check your education, experience and professional certificates, in order to qualify and **obtain a license from the Ministry to practice as a 'Veterinarian' and/or assisting professions.**


The process is very straightforward and comprises of three main steps:

- 1 Register your details
- 2 Upload copies of the required document
- 3 Sign an authorization letter

Once your verification has been processed you will receive your report, and another copy will be shared with the Ministry to review your license Application.

You can click [here](#) to register and start the process or scan the QR code with your phone.



 **IMPORTANT NOTE:** Before starting your application, please review the Ministry's list of documents required to choose the correct PSV Package.

Packages	Service Details	Required Documents
<b>Specialists Package - Veterinarian or Pharmacists or Laboratory Technician</b>  <b>Regular Service</b> BHD 102.5  <b>Express Service (Optional)*</b> BHD 153.5	Primary Source Verification Verification (PSV) of the following: <ul style="list-style-type: none"> <li>Highest Education qualification;</li> <li>Last Experience Certificate.</li> <li>Latest Professional License.</li> </ul>	Clear scanned copies of: <ul style="list-style-type: none"> <li>Passport; and</li> <li>One Academic Certificate - Bachelors or above; and</li> <li>One Previous Experience Certificate; and</li> <li>One Previous Professional License.</li> </ul>
<b>Assistants Package</b>  <b>Regular Service</b> BHD 69  <b>Express Service (Optional)*</b> BHD 120	Primary Source Verification Verification (PSV) of the following: <ul style="list-style-type: none"> <li>Highest Education Qualification;</li> <li>Last Experience Certificate.</li> </ul>	Clear scanned copies of: <ul style="list-style-type: none"> <li>Passport; and</li> <li>One Academic Certificate - Diploma; and</li> <li>One Previous Experience Certificate.</li> </ul>
<b>Additional Document</b> BHD 33.5	The Applicant can add one document, submitted with the same Applications to the first or second Packages.	Clear scanned copies of: <ul style="list-style-type: none"> <li>Degree/Diploma certificate(s); or</li> <li>Previous Experience Letter(s); or</li> <li>Previous Professional License.</li> </ul>
<b>Assisted Service (optional)**</b> BHD 15.5	DataFlow Group team and Application experts will fill and complete the Application on your behalf to reduce the amount of effort on your part.	
<b>Report Transfer</b> BHD 20.5	Transferring a candidate's DataFlow report issued previously to another Ministry or Authority, to "the Ministry's" Platform, provided that the report does not include new documents.	Clear scanned copies of: <ul style="list-style-type: none"> <li>Passport; and</li> <li>Previous DataFlow Report or Report Reference Number.</li> </ul>

\*DataFlow Group will process and deliver a PSV Report within a maximum of 14 working days, and please note the 'Regular Service' will process and deliver the PSV Report within an average of 25 working days.

\*\*The Assisted Service does not apply for the 'Express Service.'

Note: The Issuing Authorities may seek specific additional documents and/or information required for verification. An Associate from the DataFlow Group team will be in contact for any supplementary requirements.

# A Step-By-Step Application Guide



To apply for your Primary Source Verification for the Ministry of Works, Municipalities Affairs and Urban Planning - Kingdom of Bahrain, simply click [here](#) or scan the QR code.



**1**  
Fill the Application Registration Form and select 'Ministry of Works, Municipalities Affairs and Urban Planning' from the dropdown menu



**2**  
Once you submit the form, you will receive an email containing an activation link



**3**  
Activate your account, then enter your registered email ID and password



**4**  
Click on the 'Detailed Case Entry' button to initiate your application



**5**  
Provide all information and documents listed on the following pages:

- Personal Details
- Education
- Employment
- Professional License (if applicable)



**6**  
After entering all component details and uploading the required documents - download, sign, scan and upload your Letter of Authorization

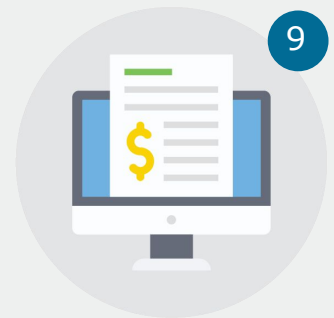


**7**  
Carefully review your details before submitting your application

**\*To edit, click on the 'Edit' tab**



**8**  
On the 'Payment' page, view the overall fee and click 'Submit Application' to proceed to the payment gateway



**9**  
Once the payment is finalized, the system will automatically populate a printable payment receipt and forward your case to initiate the verification process

You can track the status of your application at any time - simply click on the '**Check Your Status**' button



**To Note:** once your final DataFlow Group report is completed, you will be able to download a copy for your reference