

## Request to change a doctor's submission date

### When to use this form

You want to request a change to the submission date of a doctor on your list.

You have read [our guidance](#) on requesting changes to a doctor's submission date.

You have read the [criteria for deferring a doctor's revalidation submission date](#) and a deferral is not appropriate in this case.

### How to return this form

1. Save this form as a PDF to your desktop or local drive
2. Open using Acrobat Reader (You will need to have Acrobat Reader installed on your computer to do this)
3. Complete the form
4. Click submit and follow the instructions.

Alternatively you can send it by email once completed to [revalidation-support@gmc-uk.org](mailto:revalidation-support@gmc-uk.org)

**This form must be submitted by the responsible officer or their authorised delegate**

Designated body name	<input type="text" value="Designated body name"/>								
Submitted by	<input type="text" value="Responsible officer name"/>								
Date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

Doctor's full name	<input type="text" value="Doctor's full name"/>	GMC reference number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																
Current date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Requested date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
D	D	M	M	Y	Y	Y	Y												
<p>We will not change date to less than 120 days from the date we accept your request. We will change the submission date in exceptional circumstances only. Please provide details of why you want to change this doctor's submission date.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>																			

### Next Steps

When we receive your form we will consider your request and let you know our decision.

We aim to respond to requests within five working days. If we need longer we will let you know.

Last updated on 24 September 2025.

W: [www.gmc-uk.org](http://www.gmc-uk.org) T: 0161 923 6277 (+44 161 923 6277 when calling from outside the UK)

The GMC is a charity registered in England and Wales (1089278) and Scotland (SC037750)