

Application for a Civilian Registration Card

IMPORTANT NOTES:

It is advisable that you check the Guidance Notes on this form carefully before completing this application, as there are a number of documents that need to be provided in order to properly evaluate your submission. All documents must be in English.

Fill in the form in **CAPITAL LETTERS** using a biro and writing only within the boxes. Your application may be delayed and/or declined if it is incomplete, you make a mistake, if you do not enclose the necessary documents or applicable fee, or if you submit photos that do not meet our specifications. We may electronically scan and store the information you provide. Your Card will include a digital image of your photo and signature. We may pass information on this form to other Government departments, agencies and authorities and law enforcement agencies in order to check your application and whenever a card issued as a result of this application is used.

Please make sure you bring your passport and current identity card. If another person is collecting your card on your behalf, then a signed authority note must be presented along with your previous card (if applicable). The authority note may be obtained from our offices or online at www.gibraltar.gov.gi

It is important to note that fees are non-refundable and non-transferable.

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SECTION 6 - What is your current Immigration Status in Gibraltar?

Current immigration status: - please cross (x) the relevant box

I hold a valid EEA residence document issued under the EEA Regulations											
I held a valid EEA residence document issued under the EEA Regulations but this document expired											
I have a Permit of Residence for a limited period until://											
I had a Permit of Residence for a limited period but this expired on:/											
When did you first enter Gibraltar D D M M Y Y Y If you have had any absences from to Gibraltar and the reason for the space, continue on a separate shows	Y n Gibraltar since the above he absence. List all abse	nces in date order. If y									
Country/Countries visited	Date of departure	Date of return	No of Day	ys							
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SECTION 7 - Personal History

Do you have any criminal convictions in Gibraltar or any country (including traffic offences) or any civil judgments made against you?

Please c	ross	(x) the re	le	vant	box.
Yes	Х	No		Х	

If you have answered yes, please give details below for each criminal conviction and/or civil judgment, starting with the most recent one. If you have received more than two convictions and/or civil judgments, give details on a copy of this page and enclose it with this form.

Nature of the criminal offence or the civil action	Details of the sentence & country where sentenced was passed or civil judgment made	Date of the sentence/judgment

Nature of the criminal offence or the civil action	Details of the sentence & country where sentenced was passed or civil judgment made	Date of the sentence/judgment
lave you ever been charged in any country ried in court?	y with a criminal offence for which	you have not yet beer
Please cross (x) the relevant box.		

Yes	Χ	No	Χ
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In times of either peace or war have you ever been involved in war crimes, crimes against humanity or genocide?

Please cross (x) the relevant box.

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Please cross (x) the relevant box.

Yes	v	No	v
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Have you ever been a member of, or given support to, an organization which has been concerned in terrorism?

Please cross (x) the relevant box.

_	icase c	1033	(x) the relevant						
	Yes	Х	No	Х					

Have you ever, by means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts?

Please cross (x) the relevant box.

		,	
Yes	Х	No	X

Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Please cross	(x) the relev	ant box.							
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Civilian Registration Card - Guidance Notes

SECTION 1 - Reason for applying?

It is important that in this section you indicate the reason why you are requesting a Civilian Registration Card from the Civil Status & Registration Office. If possible, please provide your current personal number.

SECTION 2 - Who is the Card for?

Identity and nationality may be evidenced by the submission of a valid passport or identity card. If you cannot provide any of these documents, you must explain why and provide alternative evidence, as indicated by the Civil Status and Registration Office.

A photo is a vital part of your application and if an unsuitable photo is supplied, your card will be delayed.

The photo provided must be of the applicant:

Facing forward and looking straight at the camera.

In close-up of their face, head and shoulders.

With a neutral expression and with the mouth closed (no smiling, frowning or raised eyebrows).

With eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes).

Free from reflection or glare on glasses and frames must not cover eyes (if possible, please remove glasses for the photo).

Showing their full head, without any head covering, unless they wear one for religious beliefs or medical reasons.

With no other objects or people in the photo (this also applies to a photo of a baby or young child and babies should not have toys or a pacifier in the photo).

Without shadows on the picture.

Without anything covering the face - nothing should cover the outline of the eyes, nose or mouth, and not showing any 'red-eye'. Wearing a coloured item of clothing (wearing a light item of clothing against the white background could result in the photo being rejected by the system).

The photo must:

Be the size of a standard passport photograph taken in a photo studio (not at home) and against a WHITE background.

Not be trimmed or cut down from a larger photograph to the size of a standard passport photograph.

Be printed to a high quality, with the image being clear and in sharp focus, taken within the last month.

Be in colour on plain white photographic paper. Not be torn, creased, or marked, and not have any writing on the front or back.

Children

Children aged 5 and under do not need to have a neutral expression or to look directly at the camera.

Babies under 1 do not need to have their eyes open.

If the baby's head needs to be supported, the supporting hand must not be seen.

Evidence of accommodation must be provided, as follows:

STATUS	EVIDENCE	DOCUMENTATION REQUIRED	
Owner Occupied	Evidence that the accommodation	1. Deeds or under lease of property or proof of mortgage, or	
	is owned by the applicant	1. Proof of Rates or Service Charges, and	
		2. Last three months of electricity & water bills.	
Privately rented via	Evidence that the accommodation	Rental agreement which should be for at least 6 months, and	
an Estate Agent	is rented through an estate agent	2. Last three months of electricity & water bills.	
Privately rented	Evidence that the accommodation	Rental agreement which should be for at least 6 months, and	
direct from owner	has been rented direct from the	2. Proof of ownership of property (i.e. deeds or underlease), and	
	owner of the property	3. Last three months of electricity & water bills.	
Government rented	Evidence that you have permission	1. Valid Rental agreement with HM Government of Gibraltar, or	
	to reside in Government property	1. Housing Information List.	
The tenancy/rental agreement, along with the electricity and water bills, must be in the name of the applicant.			

The tenancy/rental agreement, along with the electricity and water bills, must be in the name of the applicant.

In the absence of three months of electricity & water bills, first time applicants must produce a receipt of connection.

SECTION 3 - Details of Parents

Please include the details of your parents (if applicable) in this section.

SECTION 4 - Your status in Gibraltar

Your status must be evidenced through supporting documentation, as follows:

STATUS	EVIDENCE	DOCUMENTATION REQUIRED	
Jobseeker Evidence of seeking employment and		1. Proof of registration with recruitment agency/agencies, and/or	
	having a genuine chance of being	2. Copies of recent job applications and/or rejection letters, and	
	engaged	3. Invitations to job interviews.	
Worker	Vorker Evidence of Employment by both the 1. Terms of Engagement/Variation by Ministr		
	Ministry of Employment and the	2. Letter from current Employer, and	
	Employer, along with proof of salary	3. Salary slips.	
Self-employed	Evidence of name, address and	1. Business License (Office of Fair Trading), and	
	nature of business, along with	2. Business Names (Registration Act) Registration Certificate, and	
	business bank statements and	3. Certificate of Registration by the Ministry of Employment, and	
	taxation and social insurance	4. Registration letter from Income Tax Department, and	
	compliance	5. Business Bank Statements.	
Self-sufficient	elf-sufficient Evidence of comprehensive sickness 1. Bank Statements, and		
	insurance and of sufficient funds	2. Comprehensive Medical Insurance.	
Self-sufficient/	Evidence of comprehensive sickness	ess 1. Category 2 Certificate issued by the Ministry of Finance, and	
Category 2	insurance and of sufficient funds	2. Bank Statements, and	
		3. Comprehensive Medical Insurance.	

Self-sufficient/	Evidence of comprehensive sickness	1. Bank Statements for six months prior to application, and		
Pensioner insurance and of sufficient funds		2. Proof of Pension, and		
		3. GHA Card, or		
		3. Comprehensive Medical Insurance.		
Student Evidence of course of study, funds 1. Letter from educational establishment confirming en		1. Letter from educational establishment confirming enrolment, and		
and comprehensive sickness		2. Bank Statements, and		
	insurance for the duration of study	3. Comprehensive Medical Insurance.		
All supporting documents must reflect the same address as that stated in the Application Form.				

SECTION 5 - Spouse/Civil Partner details

Your relationship must be evidenced through supporting documentation, as follows:

RELATIONSHIP	EVIDENCE	DOCUMENTATION REQUIRED
Marriage	Proof of Marriage	Marriage Certificate
Civil Partnership	Proof of Civil Partnership	Civil Partnership Certificate

SECTION 6 - What is your current Immigration Status in Gibraltar?

Your current immigration status in Gibraltar must be supported through the following documentation:

STATUS	DOCUMENTATION REQUIRED
Holder of a valid EEA residence document issued under the EEA Regulations	EEA residence document
Held a valid EEA residence document issued under the EEA Regulations but it expired	EEA residence document
Holder of a Permit of Residence for a limited period until:/	Permit of Residence
Held a Permit of Residence for a limited period but this expired on:/	Permit of Residence

SECTION 7 - Personal History

For the purposes of answering the questions in this section, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities. This guidance is not exhaustive.

WAR CRIMES

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include willful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the international targeting of civilians and the taking of hostages.

CRIMES AGAINST HUMANITY

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

GENOCIDE

Acts committed with intent to destroy, in whole or in part, a national, ethical, racial or religious group.

TERRORIST ACTIVITIES

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; create a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

ORGANISATIONS CONCERNED IN TERRORISM

An organization is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism0; or otherwise concerned in terrorism.

SECTION 8 - Declaration

Please read the declaration carefully before signing. It is important to note that applications must be signed before submission.

IMPORTANT NOTE:

Please note that if you are a holder of a card, this must be produced on collection of the new card. Failure to produce your previous card upon collection of the new card will result in having to pay the remaining £15.00 as your application will be treated as a Lost/Stolen and not as a Renewal/Change of Particulars.