



## Guidance Notes on Applying for Civilian Registration Cards

### Application:

In order to apply for a Civilian Registration Card the following documents must be submitted:

- Fully completed application form
- Passport
- Civilian Registration Card (if applicable)
- Marriage Certificate (if applicable)
- Full birth certificate (if applicable)
- Proof of address (see notes below)
- Proof of income (see notes below)
- One passport photo on a **WHITE** background (refer to Photo Guidance Notes).
- Fees for Civilian Registration Cards for first time applications and for lost or stolen cards is £25.00
- Fees for renewals or change of particulars is £10.00
- Fees are waived for applicants aged 65 years or over

*Please note that all documentation must be in English. Translations to English by an Official Translator must be provided if original documents are in a different language.*

### Signing the application:

- Applications for persons under the age of 15 must be signed by a Parent/Legal Guardian in Section 7 (Declaration).
- Applications for persons between the ages of 15 and 17 must be signed by the Minor in Section 2 (next to photo) and by a Parent/Legal Guardian in Section 7 (Declaration).
- Applications for persons aged 18 and over must be signed by the applicant in both Section 2 (next to photo) and Section 7 (Declaration).

## Notes on Applying for Civilian Registration Cards for EU Nationals

### Proof of Address:

- Deeds or underlease of the property and in the case of renewals latest three months utility bills are also required.
- **Private** Rental Agreements, not through an Estate Agent, must be valid for a minimum of 6 months. These must be accompanied by the Deeds of the property **and** in the case of renewals a copy of the latest rates bill from Land Property Services is also required.

- Rental Agreements, through an **Estate Agent**, must be valid for a minimum of 6 months **and** in the case of renewals, latest three months utility bills must also be submitted. If a Rental Agreement is extended and a new Rental Agreement is not yet available, a letter from the Estate Agent confirming the extension **and** last three months utility bills will suffice.
- Valid Rental contract with HM Government of Gibraltar or Housing Information list.

***ALL SUPPORTING DOCUMENTS MUST REFLECT THE SAME ADDRESS AS THE APPLICATION FORM.***

### **Proof of Employment/Income:**

- **Employment:** If you are in permanent employment then you must submit a copy of your Ministry of Employment Contract/Variation of Terms of Engagement, accompanied by a letter from your employer stating that you are in employment.
- **Job Seeker:** If you wish to apply as a jobseeker you must submit proof that you are actively seeking employment.
- **Self-Sufficient persons:** Must register with the Department of Income Tax and provide us with proof of registration. Proof of funds in the form of bank statements for six months prior to the application must also be provided as well as Private Medical Insurance (please see Private Medical Insurance Notes below).
- **Self-Sufficient/Category 2 individuals:** Must register with the Department of Income Tax and provide us with proof of registration and tax payments. Category 2 certificate (if expired, this must be endorsed by the Finance Department) as well as Private Medical Insurance (please see Private Medical Insurance Notes below).
- **Self Sufficient/Pensioners:** Proof of funds in the form of bank statements for six months prior to the application must be provided. European Union pensioners who are eligible to transfer their pension rights from their Country of Origin to Gibraltar must first register with the Primary Care Centre (Gibraltar Health Authority). GHA card and proof of pension must be submitted with the application. If pension rights cannot be transferred, EU pensioners may provide Private Medical Insurance (please see Private Medical Insurance Notes below).
- **Self-Employed persons:** Business Names (Registration Act) Application for Registration by an Individual certificate accompanied by a Certificate of Registration from the Ministry of Employment **and** proof from the Income Tax Department that you are registered as self-employed must be provided. Receipt for Payment of Tax/Social Insurance contributions from the Income Tax Department will also be required.

***ALL SUPPORTING DOCUMENTS MUST REFLECT THE SAME ADDRESS AS THE APPLICATION FORM.***

### **Family members of EU Nationals**

Spouses and dependants of EU Nationals resident in Gibraltar may also apply for Civilian Registration Cards and Permits of Residence. Please refer to '**Application**' above for documents required.

# Notes on Applying for Civilian Registration Cards and Permit of Residence for Non EU Nationals who qualify for residency.

## Proof of Address:

- Deeds or underlease of the property, in the case of renewals latest three months utility bills are also required.
- Private Rental Agreements, not through an Estate Agent, should be valid for a minimum of 6 months. These must be accompanied by Deeds of the property and in the case of renewals a copy of the latest rates bill from Land Property Services is also required.
- Rental Agreements, through an Estate Agent, must be valid for a minimum of 6 months and in the case of renewals latest three months utility bills are also required.
- If a Rental Agreement is extended and a new Rental Agreement is not made available, a letter from the Estate Agent confirming the extension **and** latest three months utility bills will suffice.
- Valid Rental contract with HM Government of Gibraltar or Housing Information list.

***ALL SUPPORTING DOCUMENTS MUST REFLECT THE SAME ADDRESS AS THE APPLICATION FORM.***

## Proof of Employment/Income:

- **Work Permit Holders:** A valid Work Permit/Certificate of Employment obtained from the Ministry of Employment must be produced.
- **Self-Employed persons:** Business Names (Registration Act) Application for Registration by an Individual certificate accompanied by a Certificate of Registration from the Ministry of Employment **and** proof from the Income Tax Department that you are registered as self-employed must be provided. Receipt for Payment of Tax/Social Insurance contributions from the Income Tax Department will also be required.
- **Category 2 Individuals :** Individuals will need to apply for discretionary permission to reside in Gibraltar. Individuals who obtain permission from HM Government of Gibraltar to reside in Gibraltar under section 19(C) of the Immigration, Asylum & Refugee Act and who are Category 2 Individuals, must register with the Department of Income Tax and provide us with proof of registration/tax payments. Category 2 certificate (if expired, this must be endorsed by the Finance Department) as well as Private Medical Insurance (please see Private Medical Insurance Notes below).

## Private Medical Insurance

In order to be covered by private medical insurance the minimum requirements would be for policy benefits of at least £100,000 per year including in-patient and day-patient treatment in Gibraltar, the Spanish hinterland and United Kingdom hospitals. The benefits should also include all surgeon's, anaesthetist's and consultation fees, diagnostic tests and physiotherapy, radiotherapy/chemotherapy treatment as well as surgical procedures and related costs for drugs and dressings. Additionally the insurance should offer cover for evacuation and repatriation and air and/or road ambulance service to anywhere in Europe.

**WE REGRET THAT WE WILL BE UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.**

**APPLICATIONS WILL BE PROCESSED AS SOON AS ALL THE NECESSARY CHECKS HAVE BEEN EFFECTED BY THIS DEPARTMENT.**