



Civil Status and Registration Office

HM Government of Gibraltar

GUIDANCE NOTES ON APPLYING FOR GIBRALTAR IDENTITY CARDS

In order to apply for a Gibraltar Identity Card the following must be submitted:

1. Completed application form
 2. Full birth certificate (for first time applicants)
 3. Parent's marriage certificate (if applicable)
 4. One photo of the applicant on a **WHITE** background with a neutral expression
 5. Passport
 6. Proof of address (see below)
 7. Fee for New Applications and lost or stolen cards cost **£25.00**.
 8. Fee for Renewals or change of particulars cost **£10.00**.
 9. Fees are waived for persons aged 65 years or over.
- Deeds or under lease together with last receipt of rates or last three months' utility bills.
 - Private Rental Agreements (not through an Estate Agent) must be accompanied by Deeds for the property and last receipt of service charges or rates in owner's name.
 - Valid rental agreement (6 months minimum). In the case of renewals please bring recent rental agreement and three months utility bills.

Applications for persons aged 15 and over must be signed by the applicant.

Applications for persons under the age of 15 must be signed by one parent or legal guardian

For collection of completed identity cards:

- The identity card will be ready to collect from the Civil Status and Registration Office when the applicant receives a 'pin letter' at the address supplied on their application
- To collect the card the applicant must present the pin letter.
- If the applicant is a holder of an identity card already, this must be surrendered on collection of the card.
- If another person is collecting on behalf of the applicant, then a signed authority note must be presented along with the applicant's pin letter and previous card.

Civil Status and Registration Office

HM Government of Gibraltar • Joshua Hassan House, 3 Secretary's Lane • Gibraltar GX11 1AA

t +350 20059828 e immigration.csro@gibraltar.gov.gi w gibraltar.gov.gi