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|--|---|-------------------------------|
| | | |
| 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 |
| | | |

Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

Please cross (x) the relevant box.

| | | | |
|-----|-------------------------------------|----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

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.

| | | | |
|-----|-------------------------------------|----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

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

Please cross (x) the relevant box.

| | | | |
|-----|-------------------------------------|----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

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.

| | | | |
|-----|-------------------------------------|----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

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 | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

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 relevant box.

| | | | |
|-----|-------------------------------------|----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input checked="" type="checkbox"/> |
|-----|-------------------------------------|----|-------------------------------------|

If you have answered yes to any of the previous six questions please give further details in the space provided below. If you need more space, please continue on a separate sheet.

SECTION 8 - Declaration

CAUTION – it is a criminal offence to make a false statement to get a Civilian Registration Card and/or a Permit of Residence. I understand that I may be liable for prosecution if I have knowingly or recklessly provided false or incomplete information.

- I (full name in block letters) _____ declare that I am 15 years or over and that:
1. I will return the lost Civilian Registration Card and/or Permit of Residence to the CSRO Immigration Office if it comes into my possession;
 2. This application does not break the terms of any court order to which I, and the person named in Section 2 (if different) am subject;
 3. If the application is for a child, I have parental responsibility and I have included any court orders that relate to this;
 4. I understand that the fees are non-refundable and non-transferable;
 5. I understand that the information given by me will be treated in confidence, held and used in accordance with the General Data Protection Regulation 2018. This information may be shared, as well as submitted for checking against records held by other Government departments, agencies, authorities and the police.

I authorise the Ministry of Employment, the Ministry of Finance, the Borders & Coastguard Agency, the Housing Department, the Income Tax Department, the Department of Social Security, the Office of Fair Trading, the Department of Education & Training, the Gibraltar Law Courts, the Gibraltar Health Authority, the Royal Gibraltar Police and Customs Gibraltar to provide the Civil Status and Registration Office with any information relevant to this application, and with any information needed to check the information I have provided. I understand that any information provided to the CSRO in connection with this application may be used by them for the purpose of their statutory functions.

I agree that the relevant bodies may disclose personal information obtained as part of their statutory function

Signature:

Date:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

FOR OFFICE USE ONLY

Date of card issue:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Date of card expiry:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Application Number:

Civilian Registration Card and Permit of Residence - 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 and a Permit of Residence from the Civil Status & Registration Office. If possible, please provide your current personal number (No on reverse of card).

It is important to note that if the reason for applying is that your particulars have changed, your card or permit has been lost, stolen or damaged in any way the expiration date on your replacement card and permit will be the same as that of the original documents.

It is also important to note that the electronic system does not allow for cards to be renewed before 6-months from the date of expiration. Should you renew your card before 6-months, the expiration date on your new card will be the same as that of the old card. It is therefore advisable not to renew cards if they have more than 6-months validity remaining.

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 is owned by the applicant | 1. LPS verification of Property Occupancy |
| Privately rented via an Estate Agent | Evidence that the accommodation is rented through an estate agent and you have permission to reside in the property | 1. LPS verification of Property Occupancy |
| Privately rented direct from owner | Evidence that the accommodation has been rented direct from the owner of the property and you have permission to reside in the property | 1. LPS verification of Property Occupancy |
| Government rented | Evidence that you have permission to reside in Government property | 1. LPS verification of Property Occupancy |

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 having a genuine chance of being engaged | 1. Proof of registration with recruitment agency/agencies, and/or 2. Copies of recent job applications and/or rejection letters, and 3. Invitations to job interviews. |

| | | |
|---|--|---|
| Worker | Evidence of Employment by both the Ministry of Employment and the Employer, along with proof of salary | 1. Terms of Engagement/Variation by Ministry of Employment, and 2. Letter from current Employer, and 3. Salary slips. |
| Self-employed | Evidence of name, address and nature of business, along with taxation and social insurance compliance | 1. Certificate of Registration by the Ministry of Employment, and 2. Registration letter from Income Tax Department (new applicants), 3. Certificate of Compliance (renewals) |
| Self-sufficient | Evidence of comprehensive sickness insurance and of sufficient funds | 1. 6-months bank statements, and 2. Comprehensive Medical Insurance. |
| Self-sufficient - Category 2 | Evidence of Cat. 2 status & comprehensive sickness insurance | 1. Category 2 Certificate issued by the Ministry of Finance, and 2. Comprehensive Medical Insurance. |
| Self-sufficient - Pensioner | Evidence of comprehensive sickness insurance and old age pension. | 1. Letter from GHA confirming transfer of medical rights 2. Proof of Pension, and 3. GHA Card, |
| Student | Evidence of course of study, funds and comprehensive sickness insurance for the duration of study | 1. Letter from educational establishment confirming enrolment, and 2. Health Surcharge or 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 | 1. Marriage Certificate |
| Civil Partnership | Proof of Civil Partnership | 1. 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, ethnic, 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 terrorism; 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.