



Application for an Identity Card

IMPORTANT NOTES:

It is advisable that you check the Guidance Notes on page 4 of 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, you do not enclose the necessary documents or applicable fee, or if you submit photos that do not meet our specifications.

Your Identity Card will include a digital image of your photo and signature. We may electronically scan and store the information you provide. We may also pass information on this form to other Government departments, agencies, 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 note that should you fail to submit on application the required accompanying documentation, applications will be kept on hold for a maximum period of six months. Pending applications will therefore become void six months after submission.

Please ensure that you bring your passport and current identity card. If another person is collecting an Identity 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**.

SECTION 1 - Reason for applying?

Reason for applying: - please cross (x) the relevant box.

New Application	<input checked="" type="checkbox"/>	Change of particulars*	<input checked="" type="checkbox"/>	Destroyed/Damaged*	<input checked="" type="checkbox"/>
Renewal**	<input checked="" type="checkbox"/>	Lost/Stolen*	<input checked="" type="checkbox"/>		

*The expiration date on the replacement card will be same as that of the original card

**The expiration date on the new card will be the same as that of the old card if renewed 6+ months before the expiration date

Current ID Personal Number (if applicable):

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SECTION 2 - Who is the Card for?

Please cross (x) the relevant box

Age:

Adult	<input checked="" type="checkbox"/>	Child	<input checked="" type="checkbox"/>
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Title: - please cross (x) the relevant box

(Please state)

Mr	<input checked="" type="checkbox"/>	Mrs	<input checked="" type="checkbox"/>	Miss	<input checked="" type="checkbox"/>	Master	<input checked="" type="checkbox"/>	Other	
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Full name as stated in passport or identity card:

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A passport size photograph must be provided, taken against a white background. Your application may be delayed if the photo provided does not comply with passport standards (see Guidance Notes).

Signature

Applications for Persons aged 15 or over must be signed by the applicant. Applications for Persons aged Under 15 must be signed by one Parent/Legal Guardian.

Sign in the box below using a biro and keep within the border



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Parent/Guardian 2 - Date of birth:

DDMMYYYY

Parent/Guardian 2 - Current ID Personal Number:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

SECTION 4 - Spouse/Civil Partner details

Relationship Status: - please cross (x) the relevant box

Table with 4 columns: Relationship Status, Yes (X), Relationship Status, Yes (X). Rows include Single, Married, Civil Partner, Unmarried Partner, Surviving civil partner, Separated/Separation order, Widow/Widower, Divorced/Dissolved civil partnership.

Surname of Spouse/Civil Partner:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

First Name:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Maiden Name: (if applicable)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

SECTION 5 - Are you a registered Gibraltarian?

Please cross (x) the relevant box

Yes X No X

Register of Gibraltarians Entry Number

XXXXXX

SECTION 6 - Declaration

CAUTION - it is a criminal offence to make a false statement to get an Identity Card. 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 Identity Card to the CSRO Immigration Office if it comes into my possession;
2. I, or the person named in Section 2 (if different), am a British national and have not lost or given up my national status;
3. 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;
4. If the application is for a child, I have parental responsibility and I have included any court orders that relate to this;
5. I understand that the fees are non-refundable and non-transferable;
6. 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. Therefore, 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 X

Signature: [Signature Box]

Date: DDMMYYYY

For Office Use Only

Date of card issue: DDMMYYYY

Date of card expiry: DDMMYYYY

Application Number: [Application Number Box]

Identity Card - Guidance Notes

SECTION 1 – In this section, please indicate the reason for your request. If already a cardholder, state 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 has been lost, stolen or damaged in any way, the expiration date on your replacement card will be the same as that of the original card.

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 – In this section, identity and nationality must be evidenced by way of a valid passport and identity card. Accommodation must also be evidenced. If you cannot provide any of these documents, you must explain why and provide alternative evidence.

A photo is a vital part of your application and if an unsuitable photo is supplied, your ID 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 colour against a white background could result in the photo being rejected).

The photo must:

- Be the size of a standard passport photograph taken in a photo studio (not at home or photo booth) 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 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.

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 – In this section, please include the details of your parents (if applicable).

SECTION 4 – In this section, please include the details of your spouse or civil partner.

SECTION 5 – If you do not know your Register of Gibraltarians Entry Number, the CSRO will be able to assist.

SECTION 6 – Please read the declaration carefully. It is important to note that applications must be signed before submission.

SUPPORTING DOCUMENTATION REQUIRED: (Other than the completed form, photos and relevant fee)

STATUS	DOCUMENTATION REQUIRED
First Time Applicants	1. Full birth Certificate if born outside Gibraltar, and 2. Passport.
Renewal of an expired ID Card with no change of particulars	1. Expired ID Card and Passport.
Renewal of an expired ID Card with change of particulars	1. Expired ID Card, and 2. Documentary evidence of change of particulars, Marriage Certificate etc.
Change of particulars to a valid ID Card	1. Documentary evidence of change of particulars i.e. Rental Agreement, Marriage certificate etc.
Replacement of lost/stolen ID Card	1. Police Report.

IMPORTANT NOTE: Please note that if you are a holder of an Identity 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 £17.00, as your application will be treated as a Lost/Stolen application and not as a Renewal/Change of Particulars application.