

Application for a Civilian Registration Card and a **Permit of Residence**

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 note that should you fail to submit an application with 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 make sure you bring your passport and current civilian registration card when submitting an application. If another person is 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-

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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 tried in court?	y with a criminal offence for which	you have not yet been
Please cross (x) the relevant box.		

Yes	Х	No	Х

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 X No X	Yes	Χ	No	Χ	
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Have you ever been involved in, supported or encouraged terrorist activities in any country?

Please cross (x) the relevant box.

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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.

Yes X No X
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 X 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 relevant box. Yes X No X
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.

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 DIHA Immigration Office if it comes into my
- 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 Department of Immigration & Home Affairs 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 DIHA 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

8	Signature:									Date	:		D	D		М	M		Υ	Υ	Υ	Υ
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Civilian Registration Card and Permit of Residence - Guidance Notes

SECTION 1 - Reason for applying?

Applications from first-time applicants aged 16 years or over must include a police clearance/vetting certificate from the country they resided in prior to arriving in Gibraltar.

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 Department of Immigration & Home Affairs. 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 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 Department of Immigration & Home Affairs.

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:

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STATUS	EVIDENCE	DOCUMENTATION REQUIRED
Owner Occupied	Evidence that the accommodation is	LPS verification of Property Occupancy
	owned by the applicant	
Privately rented via	Evidence that the accommodation is	LPS verification of Property Occupancy
an Estate Agent	rented through an estate agent and	

	you have permission to reside in the	
	property	
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	LPS verification of Property Occupancy
Government rented	Evidence that you have permission to reside in Government property	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	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 Evidence of Employment by both the 1. Terms of Engagem		1. Terms of Engagement/Variation by Ministry of Employment, and	
	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. Certificate of Regi		Certificate of Registration by the Ministry of Employment, and	
	nature of business, along with	2. Registration letter from Income Tax Department (new applicants),	
	taxation and social insurance	Certificate of Compliance (renewals)	
	compliance		
Self-sufficient	Evidence of comprehensive sickness	1. 6-months bank statements, and	
	insurance and of sufficient funds	2. Comprehensive Medical Insurance.	
Self-sufficient -	Evidence of Cat. 2 status	Category 2 Certificate issued by the Ministry of Finance, and	
Category 2	&comprehensive sickness insurance	2. Comprehensive Medical Insurance.	
Self-sufficient -	Evidence of comprehensive sickness	Letter from GHA confirming transfer of medical rights	
Pensioner	insurance and old age pension.	2. Proof of Pension, and	
	- '	3. GHA Card,	
Student	Evidence of course of study, funds	1. Letter from educational establishment confirming enrolment, and	
	and comprehensive sickness	Health Surcharge or Comprehensive Medical Insurance.	
	insurance for the duration of study		
All s	upporting documents must display the	same address as indicated on 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:

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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

Applications from first-time applicants aged 16 years or over must include a police clearance/vetting certificate from the country they resided in prior to arriving in Gibraltar.

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 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.