







## 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
<b>Owner Occupied</b>	Evidence that the accommodation is owned by the applicant	1. LPS verification of Property Occupancy,
<b>Privately rented via an Estate Agent</b>	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,
<b>Privately rented direct from owner</b>	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
<b>Government rented</b>	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 DIHA 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
<b>First Time Applicants</b>	1. Full birth Certificate if born outside Gibraltar, and 2. Passport.
<b>Renewal of an expired ID Card with no change of particulars</b>	1. Expired ID Card and Passport.
<b>Renewal of an expired ID Card with change of particulars</b>	1. Expired ID Card, and 2. Documentary evidence of change of particulars, Marriage Certificate etc.
<b>Change of particulars to a valid ID Card</b>	1. Documentary evidence of change of particulars i.e. Rental Agreement, Marriage certificate etc.
<b>Replacement of lost/stolen ID Card</b>	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.