



Guidance Notes on Applying for a Civilian Registration Card

Completing and Signing the Application Form:

- Fill in the form in **CAPITAL LETTERS** using a biro and writing only within the boxes.
- Applications for persons under the age of 15 must be signed by a Parent/Legal Guardian in Section 8.
- Applications for persons between the ages of 15 and 17 must be signed by the Minor in Section 2 (next to photo) and by a Parent/Legal Guardian in Section 8.
- Applications for persons aged 18 and over must be signed by the applicant in both Section 2 (next to photo) and Section 8.

Supporting Documentation:

It is important to note that when applying for a Civilian Registration Card there are a number of supporting documents that need to be furnished to the Civil Status and Registration Office in order to properly evaluate and process your application. All documentation must be in English and should the original documents be in a different language, these must be translated to English by an official translator.

The following list, along with Tables I & II, outline the documents that must be submitted with the fully completed application form;

1. Passport
2. Civilian Registration Card (if applicable)
3. Marriage Certificate (if applicable)
4. Full Birth Certificate (if applicable)
5. Proof of Address (see Table I below)
6. Proof of Status (see Table II below)
7. One passport photo on a WHITE background (see Photo Guidance Notes)
8. Changes of Name – documentary evidence will be requested
9. Pertinent Fee

Table I:

STATUS	DOCUMENTATION REQUIRED
Owner Occupied	1. Deeds or under lease of property or proof of mortgage, or 1. Proof of Rates or Service Charges, and 2. Last three months of electricity & water bills.
Privately rented via an Estate Agent	1. Rental agreement which should be for at least 6 months, and 2. Last three months of electricity & water bills.
Privately rented direct from owner	1. Rental agreement which should be for at least 6 months, and 2. Proof of ownership of property (i.e. deeds or underlease), and 3. Last three months of electricity & water bills.
Please note that you must check the underlease of the property you are renting, should you be the tenant or living therein as a guest, as on occasions the Lessees are not allowed to underlet, license or part with possession of or otherwise share the occupation or use the premises without the previous consent in writing of the Lessor.	
Government rented	1. Valid Rental agreement with HM Government of Gibraltar, or 1. Housing Information List (not older than 6 months).
The tenancy/rental agreement, along with the electricity and water bills, must be in the name of the applicant. In the absence of three months of electricity & water bills, first time applicants must produce the connection receipt.	

Table II:

STATUS	DOCUMENTATION REQUIRED
Jobseeker	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	1. Terms of Engagement/Variation by Ministry of Employment, and 2. Letter from current Employer, and 3. Salary slips.
Self-employed	1. Business License (Office of Fair Trading), and 2. Business Names (Registration Act) Registration Certificate, and 3. Certificate of Registration by the Ministry of Employment, and 4. Registration letter from Income Tax Department, and 5. Certificate of Compliance, and 6. Business Bank Statements.
Self-sufficient	1. Bank Statements, and 2. Private Comprehensive Medical Insurance*.

Self-sufficient/Category 2	1. Category 2 Certificate issued by the Ministry of Finance, and 2. Bank Statements, and 3. Private Comprehensive Medical Insurance*.
Self-sufficient/Pensioner	1. Bank Statements for six months prior to application, and 2. Proof of Pension, and 3. GHA Card, or 3. Private Comprehensive Medical Insurance*.
Student	1. Letter from educational establishment confirming enrolment, and 2. Bank Statements, and 3. Private Comprehensive Medical Insurance*.
All supporting documents must reflect the same address as that stated in the Application Form.	

***Private Comprehensive Medical Insurance**

The definition of Comprehensive Medical Insurance does **not** include Cash-Back Health Schemes, Travel Insurance policies or access to the Gibraltar Health Service (GHA). The minimum requirement is for policy benefits of at least **£100,000 per year**, including in-patient and day-patient treatment in Gibraltar, the Spanish hinterland and United Kingdom hospitals. The benefits should also include all surgeon's, anaesthetist's and consultation fees, diagnostic tests and physiotherapy, radiotherapy/chemotherapy treatment as well as surgical procedures and related costs for drugs and dressings. Additionally the insurance should offer cover for evacuation and repatriation and air and/or road ambulance service to anywhere in Europe.

Photo Guidance Notes:

The photos 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 photos 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.

Fees:

- New Applications £27.00
- Lost/Stolen Cards £27.00
- Damaged or destroyed £27.00
- Renewals/Change of Particulars £11.00
- Persons aged 65 years or over Exempt

It is important to note that fees are **non-refundable** and **non-transferable**.

Collection of Identity Cards:

- Civilian Registration Cards will normally be ready for collection between 20 to 22 working days after submission.
- If the applicant is already a holder of a Civilian Registration Card, this must be produced on collection of the new card. Failure to produce the previous card upon collection of the new card will result in having to pay the remaining sum of £15.00. The application will therefore be treated as a Lost/Stolen and not a Renewal/Change of Particulars.
- A Police Report will be required for Lost or Stolen cards.
- If another person is collecting a Civilian Registration Card on behalf of the applicant, then a signed authority note must be presented along with the applicant's previous card (if applicable). The authority note can be found at our offices or online at www.gibraltar.gov.gi