

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.

SECTION 2 – In this section, identity and nationality must be evidenced by way of a valid passport and identity card. 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 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 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.

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, Marriage certificate etc.
Replacement of lost/stolen ID Card	1. Lost/Stolen Notification Form available at I.D. Counter.

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 £15.00, as your application will be treated as a Lost/Stolen application and not as a Renewal/Change of Particulars application.