

## CITIZENS ADVICE BUREAU

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Designed by Michael Recagno  
Citizens Advice Bureau

The information, and guidelines available could be subject to change, although up to date at the time of publication on this booklet. Should you require more, up to date information, please contact Citizens Advice Bureau directly.

## Residency in Gibraltar



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#### **GHA Call Centre**

Zone 2, Level3  
St Bernard's Hospital  
Harbour Views Road  
Gibraltar

Tel: +350 200 79700  
Tel: +350 200 72266 Ext: 2380/2382/2383/2384

#### **Primary Care Centre**

2nd Floor, ICC Building  
2A Main Street  
Gibraltar

Tel: +350 200 72355  
Fax: +350 200 43948

#### **Department of Transport**

Motor Vehicle Test Centre  
Eastern Beach Road  
Gibraltar

Tel: +350 200 51603  
Fax: +350 200 77984

Email: [vehicledata@gibraltar.gov.gi](mailto:vehicledata@gibraltar.gov.gi)

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For further information please visit the yellow pages at  
[www.gibyelow.gi](http://www.gibyelow.gi)

## **Contacts:**

### **The Pensions and Overseas Benefits Directorate**

Department of Social Security  
Tyne view Park  
Benton, Newcastle upon Tyne  
NE98 1BA. (Tel: 0191 218 7777)  
[www.dwp.gov.uk](http://www.dwp.gov.uk)

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### **Civil Status and Registration office**

Joshua Hassan House  
3 Secretary's Lane  
Gibraltar  
Tel: 00350 20051725  
Email: [csro@gibraltar.gov.gi](mailto:csro@gibraltar.gov.gi)

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### **Ministry of Employment**

Unit 76/77 New Harbours  
Gibraltar  
Tel: +350 200 40409 or 200 74635  
Fax: +350 200 45616  
[employment.service@gibraltar.gov.gi](mailto:employment.service@gibraltar.gov.gi)

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### **Department of Education**

23 Queensway  
Gibraltar  
Tel: +350 200 77486/+350 200 78638  
Fax: +350 200 71564  
Email: [info.edu@gibraltar.gov.gi](mailto:info.edu@gibraltar.gov.gi)

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## **Persons wishing to reside in Gibraltar- NON-EEA**

### **DEFINITION of EU – ‘European Union’**

A group of European countries that participates in the world economy as one economic unit and operates under one official currency, the euro.

### **DEFINITION OF EEA – ‘European Economic Area’**

Applicants who are citizens of a country in the European Union (EU), European Economic Area (EEA) or Switzerland.

Non EEA Nationals wishing to take up an economic activity in Gibraltar should, in case of those intending to set up in businesses, contact the Commercial Director of the Department of Trade and Industry in the first instance. Those seeking to take up employment should approach the Employment and Training Board. Visas to enter Gibraltar will not be authorised unless it can be established that there is a genuine intention and ability to set up a business. In the same way a visa for a person intending to take up employment will not be authorised unless the Employment and Training Board confirms that there would be no objection in principle to the issue of a work permit.

Persons who do not wish to pursue an economic activity in Gibraltar would, under the provisions of the Immigration Asylum & Refugee Act, need to show that they are of good character and that it would be in the general interest of Gibraltar that they should be issued with a residence permit. Requests for residency in this category are processed by the Civil Status & Registration Office (CSRO) and this is a discretionary provision under section 19C of the Immigration, Asylum and Refugee Act. Individuals are expected to provide evidence as to their good character, financial standing and good health. Although ownership of accommodation is not an absolute requirement, it is considered an advantage. However a final commitment to purchase should not be entered into before approval in principle to the issue of residence permit is given.

Residence permits are normally issued for a maximum period of one year and are renewed annually provided the Immigration Authorities are satisfied that there has been no material change of circumstances.

## **EU/EEA NATIONALS**

An EEA national has the right to enter Gibraltar on production of a valid passport or national identity card, and remain for 3 months in order to seek employment or to establish himself under any other qualifying category. An EEA national who exercises EEA rights as a qualified person and establishes themselves in Gibraltar acquires the right to reside by virtue of this and must register for residence during or after residing in Gibraltar for 3 months. Residence documentation will have a renewable validity of 5 years although a civilian registration card will be issued for 12 months in the first instance.

The families (whether themselves EEA or non-EEA nationals) of established qualified persons also have the right to reside provided the qualified person has suitable accommodation for them. Family members must also apply for residence documentation after being in Gibraltar for 3 months. The residence documentation to family members will have the same validity as the documentation issued to the qualified person. The non-EEA visa requiring family members of a qualified person will need to obtain an EEA family permit in order to enter in Gibraltar.

EEA nationals who are self-sufficient and who do not intend to take up economic activity in Gibraltar also have the right to reside as qualified persons provided they and their dependants have sufficient resources to avoid becoming a burden on the social assistance system of Gibraltar, are covered by sickness insurance in respect of all risks and have suitable accommodation. Retired self-sufficient UK nationals who are in receipt of a state pension in the UK may not need to take out sickness insurance if they are included in the list of pensioners who are entitled to medical treatment under the Gibraltar Health Authority:

Persons who wish to be included on the list should contact the following:

Notwithstanding the right of an EEA National to live and work in Gibraltar, any such person can be refused entry, or after entry may be required to leave on the grounds of public policy, public security or public health.

## **Buying a Shared Ownership property**

Some of the properties you will find on offer locally will fall within "restricted" residential estates. These developments were originally part-funded by the Gibraltar Government on shared ownership schemes. At present they have instructions to grant consent to purchasers that fulfil the following criteria:

- Gibraltarians who have been resident in Gibraltar their whole life;
- UK nationals who have been resident in Gibraltar for 3 years prior to purchasing (providing proof of residency)
- Gibraltarians born in Gibraltar but who have lived abroad for a number of years, so long as they have been resident in Gibraltar for 1 year prior to purchasing (providing proof of residency).

In the council or shared ownership accommodation points listed above, the applicants cannot be owners of any other property in Gibraltar. Despite the guidelines, each matter is still considered and dealt with on an individual basis.

For private rentals and details of private estate agents in Gibraltar, please visit the yellow pages at [www.gibyelow.gi](http://www.gibyelow.gi)



ALL INFORMATION AND PRICES QUOTED IN THIS DOCUMENT ARE SUBJECT TO CHANGE BY THE RELEVANT DEPARTMENT

February 2016.

### **Driver's Licence**

Finally to apply for a driver's license you need to present your Civilian Registration Card, fill in a form and pay a fee to If you have an EU driving licence and are driving into Gibraltar on holiday your driving licence is valid, even if you drive a rented car.

If you have a non-EU driving licence you would need to apply for an international licence from your country of residency before coming over to Gibraltar.

If you come to Gibraltar to live then it is the best if you exchange your current licence for a local one.

### **Procedure**

#### **For EU Licence holders**

You have to be resident for 6 months and have a valid locally issued ID card. Once these documents have been obtained you must go to MOT Centre and obtain an Exchange Form. Once this has been completed return the filled form together with your ID card, £25, 2 photos and your driving licence.

#### **For NON-EU Licence holders**

You have to be resident for 6 months and have a valid ID card issued locally. Once these documents have been obtained you must go to MOT Centre and make an appointment to begin the procedure to go through the driving tests. You must pass your driving licence again in Gibraltar; this would entail a theory and practical test.

### **Accommodation**

#### **Council/Government Housing**

Only registered Gibraltarians are entitled to council housing.

Registered Gibraltarians need PROOF OF 1 YEAR RESIDENCE - e.g. payslips, contract of employment, utility bills if in applicant's name. If unemployed, you require the last P7A form, social assistance, government pension. Students currently in U.K. would need a grant letter from the department of Education.

BRITISH NATIONAL'S who are unable to obtain the Gibraltarian status stamp, must provide proof of 10 years continuous residency in Gibraltar.

## **RESIDENCY APPLICATIONS**

### **EEA National – Employed**

Must present the following...

Passport or National ID Card from country of origin.  
Employment and Training Board (ETB) registration. If registration took place six months or more before the application for a residence permit, request a letter from employer stating that person is still working there.

Proof of accommodation, i.e. Rental Agreement (valid for six months) if property rented by company, a letter stating the person is living there from the company. If renting, rental agreement or letter from estate agent. If living with someone who owns property deeds and/or under lease and a detailed letter explaining under what basis the person is living in the house, (family; boyfriend/girlfriend). If Government rented, a copy of the Housing Information List.

1 Photo  
£5.00



### **EEA national self-employed**

Must present the following...

1. Passport or National ID Card.
2. ETB registration as self-employed.
3. Business Certificate
4. DSS Schedule (proof of Insurance contributions)
5. Proof of accommodation as above
6. 1 Photo
7. £5.00

## **RESIDENCY APPLICATIONS**

### **Retired/Self-sufficient**

Must present the following...

1. Passport
2. Proof of Income (Pension dividends, bank statements) and needs to be drawn from a local bank.
3. Private medical insurance (see notes on Private Medical Insurance) or if British Citizen and entitled to NHS in the UK to get in touch with GHA and have rights transferred over, or a health card
4. Proof of accommodation as above

### **Civilian Registration Card**

Initially, it is issued for 1 year at the same time as the residence documentation, then for 4 years and renewable every 5 years thereafter to coincide with the permit. Should you require any further information please contact the Civil Status and Registration Office on +350 200 51725 or email:

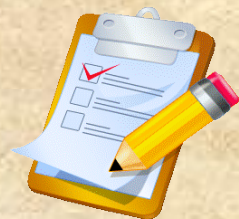
[csro@gibraltar.gov.gi](mailto:csro@gibraltar.gov.gi)

### **Documents needed on Applying for Civilian Registration Cards for EU nationals**

In order to apply for a Civilian Registration Card all applicants must submit the following documentation:

1. Completed application form,
2. Passport,
3. Proof of Address (please see notes below),
4. Proof of Income (please see notes below),
5. Passport photo,

Fee for Civilian Registration Cards is £5



### **To register as a Cross Border/Frontier worker you must produce the following:**

1. Certificate of Social Insurance Contributions / Latest PAYE
2. ETB work contract (yellow form)
3. Passport
4. 1 passport size photograph

The registration office is located on the 2nd floor in the ICC building at Case-mates Square.

Their opening hours are between 9am-1pm Monday to Friday.

EU Nationals who are not economically active and who reside in Gibraltar under a permit of residence or a residence permit granted under the provisions of the Immigration Control Ordinance and are either covered by a Private Medical Insurance or in receipt of an EEC form such as an E111 for immediate medical cover will be requested to pay the "Voluntary Contribution" towards the G.P.M.S.

### **Contributions**

You may contribute either through social insurance contributions if you are working, or by Voluntary Contributions. Voluntary Contributions are subject to Government's approval. The rate at present is at £21.12 per week, and payments are to be paid 13 weeks minimum in advance. (Please note that the amount paid is subject to change by the GHA.)

If you wish to register as a voluntary contributor you will need to obtain residency in Gibraltar first from the Civil Status Department, and then submit your application to the Primary Care Centre where it would be processed at their next Board meeting.

EU Nationals of a pensionable age who become resident in Gibraltar may be entitled to access state health care without paying contributions. This is limited to pensioners who are entitled by virtue of reciprocal health arrangements, which exist between Gibraltar and the United Kingdom.

If at retirement age you become a cross border/frontier resident (i.e. reside in Spain), you will need to obtain an E121 form which allows you and your dependants to register in your country of residence. The E121 form will be provided by the country where you obtain your state pension.

EU Nationals who are not members of the GPMS may receive free medical treatment which the doctor considers to be immediate following an accident or other immediately necessary treatment for a period of up to 30 days on production of an E111. British Nationals only need to produce their British Passport.

## **Healthcare -The Group Practice Medical Scheme**

The Group Practice Medical Scheme (GPMS) is a contributing scheme through which entitled persons and their dependants can access health care. Medicines are available at present at a cost of £2.50 per item on the prescription subject to a maximum charge of £7.50.

Dental treatment is only available to children. Adults may be seen for an emergency treatment only at a fee of £4 per visit, (hence, you need private dental cover). Other services (such as the optometry clinic, see below) are available on a referral from a General Practitioner. (Optometry is a healthcare profession concerned with the eyes and related structures, as well as vision, visual systems, and vision information processing in humans.)

### **Processing an application for GPMS**

Before processing an application the person applying must produce the following, **(If residing in Gibraltar):**

1. Permit of residence / Civilian Registration Card or Passport
2. Certificate of Social Insurance Contributions / Latest PAYE (Applicable to persons in Employment)
3. Children's Birth Certificate (long birth certificate)
4. Marriage Certificate (If applying as a dependant)
5. 1 Passport size photograph of each member of the family

### **Cross Border/Frontier Workers (Employed in Gibraltar and residing in Spain)**

If you work in Gibraltar you are entitled to medical treatment on both sides of the border.

You should first register in the country where you work and get an S1 form (former E106 form) from the social insurance contributions section at 43 North Mole Road, Gibraltar. This form entitles your dependents to register for health insurance in the country where you reside. Your dependants can receive treatment in the country where you work only when one of the following conditions is met:

- Treatment becomes necessary on medical grounds during their stay in that country, taking into account the nature of the treatment and the expected length of the stay
- Prior authorisation has been granted using form S2 (E112 form) issued by the health insurance authority in the country where you live.

## **Notes on Applying for Civilian Registration Card for EU Nationals**

Application forms must be completed in full. Incomplete applications will not be accepted.

Photos must be standard passport photos on a grey or cream background and must show the head and top of shoulders.

Application for person between the ages of 16 and 18 must be signed by the applicant and the applicant's parent must complete a "Consent Form".

Applications for persons under the age of 16 must be signed by at least one parent.

### **Proof of Address:**

Only Deeds or Rental Agreement will be accepted as proof of address. Private Rental Agreements (not through an Estate Agent) must be accompanied by Deeds for the property.

Utility bills will not be accepted

### **Proof of Income:**

Employment- If you are in permanent employment then you must submit a copy of your Ministry of Employment Contract, accompanied by a letter from your employer stating that you are in employment. Please note that contracts showing an address other than in Gibraltar will not be accepted.

Self-sufficient persons- Proof of funds in the form of bank statements for the six months prior to application or a valid Category 2 Individual Certificate. Please note that applications for self sufficient person must be accompanied by Private Medical Insurance (please see Private Medical Insurance Notes). Category 2 Individuals will also need to submit receipts for Tax Payment from the Income Tax Office.

Self-employment persons- Persons who are registered as self-employed must submit their Business Name Registration Act Certificate accompanied by a Certificate of Registration as a Self-Employed Person from the Income Tax Office. Receipt of Payment of Tax from the Income Tax Office will also be required.

Unemployed – If you have not found employment, you need to register with the Employment and Training Board as "unemployed". In order to do this you need to take a proof of Identification and proof of address. They will then provide you with an unemployed registration certificate.

Pensioners- European Union pensioners who are eligible to transfer their pension rights from their country of origin to Gibraltar must first register with the Primary Care Centre (Gibraltar Health Authority). GHA card and proof of pension must be submitted with the application. If pension rights cannot be transferred, EU pensioners may apply as self-sufficient persons (see above).

### **Spouses and Dependants of EU Nationals**

Spouses and dependants of EU Nationals resident in Gibraltar may also apply for Civil Registration Cards.

In order to apply for a Civilian Registration Card all applicants must submit the following documentation:

1. Completed Application Form
2. Passport
3. Marriage Certificate in English
4. Full **long** Birth Certificate in English
5. Passport photo
6. Fee for Civilian Registration cards is £5

### **Documents needed on Applying for Civilian Registration Cards for Non EU Nationals**

#### **Proof of Income:**

Work Permit Holders – A valid Work Permit must be produced when applying for a Civilian Registration Card.

**Self-Employed persons-** Persons who are registered as self-employed must submit their Business Name Registration Act Certificate accompanied by a Certificate of Registration as a self-Employed Person from the Income Tax Office. Receipt of Payment of Tax from the Income Tax Office will also be required.

Category 2 Individuals- A valid Category 2 Individual Certificate must be submitted. Please note that applications for Category 2 Individuals must be accompanied by Private Medical Insurance (please see Private Medical Insurance Notes). Last receipt of Income Tax payment to the Income Tax office will also be required. Category 2 Individuals will also need to apply for discretionary permission to reside under section 19(c) of the Immigration, Asylum & Refugee Act.

### **Spouses and Dependants of Non EU Nationals**

Spouses and dependants of Non EU National's resident in Gibraltar are not entitled to reside in Gibraltar under the Immigration, Asylum & Refugee 2008.

#### **Private Medical Insurance**

In order to be covered by private medical insurance the minimum requirements would be 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.

#### **Employment**

Turning now to employment in Gibraltar, in the case of non-EU nationals, only holders of residence permits are able to register for employment with the Employment and Training Board (ETB). However EU nationals are free to seek employment in Gibraltar in their own right and once they have secured employment they will need to register with the ETB.

Details of private employment agencies can be found by accessing the Gibraltar Yellow Pages – [www.gibyelow.gi](http://www.gibyelow.gi)

#### **Education**

All curricula are based on the national curriculum for England. With regards to registering your child in education, proof of residency in Gibraltar (rental agreement/lease) is required in order for children to receive free schooling. Issues concerning residency are dealt with by the Gibraltar Civil Status and Registration Office.

For the purpose of enrolling children at local schools and nurseries, the Department of Education requires that formal documentation is presented which confirms residency in Gibraltar. In addition, the child's **long** birth certificate and a utilities bill confirming the residency address will be requested. The Department of Education reserves the right to request additional information where necessary, in order to complete the enrolment process.