

GUIDANCE NOTES FOR REGISTRATION AND RENEWAL OF HEALTHCARE

Entitlement

The Gibraltar healthcare scheme is a contributing system called the Group Practice Medical Scheme (GPMS), whereby persons are entitled, through Social Insurance contributions made and/or if residing in Gibraltar under a Permit of Residence **or** a residence permit granted under the provisions of the Immigration Control Act.

If however, you are not contributing to the scheme through Social Insurance contributions you may be required to pay the voluntary contribution annual fee; so long as you satisfy the eligibility criteria.

Registration with the medical scheme will not be completed until full payment has been collected.

In order to apply for healthcare, we require a fully completed application form and accompanying documents to support your application as described below in the relevant sections.

If you are married and applying for the first time, we will also require a copy of your marriage certificate, as this will be essential to establish your family composition for healthcare purposes. This is vital for the GHA to understand and consider your social determinants of health. If you are already registered and your circumstances have changed, we will also request this information.

Dependants

You are able to register your spouse and children (under the age of 18 years) as your dependents under the Medical Group Practice Scheme.

If the application is for a dependent other than the spouse or child (under the age of 18 years) of a registered person, a **dependent form** must be completed for inclusion in the scheme.

For more information on dependants please see <https://www.gibraltarlaws.gov.gi/legislations/medical-group-practice-scheme-act-1094> and scroll down to Page 3.

Applicant minimum age

Persons applying to register with the scheme must be at least 18 years old.

Cross-border workers

A cross-border worker actively paying contributions towards the scheme is entitled to access medical healthcare in Gibraltar.

If you come within the scope of the withdrawal agreement, you will be issued with an S1 Certificate. This certificate will be required upon application.

An S1 can be requested from Contributions Unit, Income Tax Offices Gibraltar.

Persons may verify their status via the online platform, launched by HMGOG for this purpose. This website can be accessed on Frontier Workers Search (egov.gi)

Frontier workers are also able to contact the Gibraltar Department of Employment to obtain a letter certifying that they are frontier workers covered by the scope of the Withdrawal Agreement. The Department can be contacted for these purposes via email frontierworkers@gibraltar.gov.gi or telephone 20011050 or 20011024.

Registering your S1 with the Spanish authorities

(Rights of insured persons and their family members under Regulations (EC) No 883/2004 and (EC) No 9897/2009

Your S1 form is essential to establish your right of access to healthcare in your country of residence (i.e.: cross-frontier workers wanting to access healthcare in Spain, but who work in Gibraltar)

Insured persons and/or their family members must register with the institution of their place of residence using the S1 form 'Registering for healthcare cover' setting out their rights. This form is issued by the competent institution (in this case Gibraltar) at the request of the insured person.

In order to register your S1 form with the Spanish social security office (Instituto Nacional de la Seguridad Social - INSS), you will also need to obtain the following documents:

- Certificate of Residence in Spain (Certificado de Residencia with your Numero de Identificacion Extranjero) - available from your nearest National Police Station. You can be assigned an NIE without having taken out residency therefore please make sure your NIE is printed on a green form - not a white one.
- Certificate as a Local Resident (Certificado de Empadronamiento or 'Padron' from the Town Hall)

You will also need to show your valid passport when registering your forms. Your local INSS office will be able to tell you if there are any other documents they require.

If you have dependents, please make sure your marriage/birth certificate are legalised with a Hague Apostille as you will be asked for proof of this by the Spanish authorities and at the Spanish Social Security office

Registration department contact details

If you would like to speak to a member of the team please call us on 20007833 between 0830hrs - 1300hrs Monday to Friday.

Ensure you have access to the required documents as described below:

Persons employed in Gibraltar

- Fully completed application form.
- A copy of your (valid) ID Card or Civilian Registration Card.
- One passport-sized photo with a white background.
- Proof of payment of social insurance contributions (the three latest pay slips can be provided. Please redact the details except for your full name, date of payslip, and amount of social insurance contributions).
- S1 (cross border workers who come within the scope of the withdrawal agreement only, please see guidance above).

Persons self-employed in Gibraltar

- Fully completed application form.
- A copy of your (valid) ID Card or Civilian Registration Card.
- One passport-sized photo with a white background.
- A valid Permit of residence -This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your healthcare entitlement- for further information please contact the Registration department.
- A valid Certificate of social insurance contributions (This may be obtained upon request from the Contributions Unit, Income Tax Offices Gibraltar).
- Proof of Social Insurance Contributions for the current Tax year.

Dependant of contributor

- Fully completed application form.
- A copy of your (valid) ID Card or Civilian Registration Card.
- One passport-sized photo with a white background.
- A valid Permit of Residence - This is applicable only for individuals who are in possession of a Permit of Residence as per section 2 of the Medical Group Practice Scheme Act 1973. For further information, please contact the Registration Department.
- Birth/adoption certificate, parental order, or marriage /civil partnership certificate -This is used to verify the dependant's relationship to the contributor and is only required for **first-time applicants**.
- A letter from the educational institution confirming that the child is in full-time education (only if over the age of 18).

State Pensioner

- Fully completed application form.
- A copy of your (valid) ID Card or Civilian Registration Card.
- One passport-sized photo with a white background.

- A valid Permit of Residence -This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your healthcare together with the property lease if applicable- for further information on applicability, please contact the Registration department.

State Pensioners (applying under the United Kingdom reciprocal agreement)

You may apply if you are in receipt of a pension and are resident in Gibraltar.

- If you are in receipt of a United Kingdom state pension, which qualifies you for healthcare, or a retirement pension payable under the legislation of the Isle of Man, and you wish to register for healthcare in Gibraltar, you must first transfer your medical rights. Transferring your medical rights confirms that you are covered within the scope of our reciprocal agreement with the United Kingdom.
- To be able to avail yourself of this arrangement, please contact the Overseas Healthcare Provision Department, contact details listed below and request an IPC586 form to transfer your medical rights to Gibraltar.

**The Pension Service 11
Mail Handling Service Site A
Wolverhampton
WV98 1LW
United Kingdom**

Email: typ.internationalqueries@dwp.gov.uk

**Telephone Number +44 191 218 7777
Fax Number +44 191 218 2087**

Persons not in employment (this includes retired individuals who are not yet of pensionable age)

- Fully completed application form.
- A copy of your (valid) ID Card or Civilian Registration Card.
- One passport-sized photo with a white background.
- A valid Permit of Residence -This is applicable only for individuals who are in possession of a permit of residence, as it may be used to determine the expiry length of your health card - for further information on applicability, please contact the Registration department.
- Proof of residency in Gibraltar:
 - If submitting a property lease, we only require the first, second, and signature pages and must be under the dependant or contributor's name.
 - If residing in HMGoG property provide evidence of inclusion on tenancy.
 - If renting a property from a private landlord, we will require a letter from the property owner dated within the last 3 months.

Proof of income

For individuals who are applying on the grounds of Low Income

- Three months bank statements (on submission, the bank statements must be dated within the last 3 months and must be under the applicant's name.
- For section 'B' of the application form, please provide supporting evidence for verification purposes.
- Proof of any other income (e.g. dividends/ interest).

Please note the issuing of your health card may take over four weeks (This will not affect your right to healthcare)

WARNING

- **The deliberate furnishing of inaccurate or misleading information will cause this application to be rejected and may constitute a criminal offence.**
- **Do not use the browser back arrow as it will take you away from this page. Use the floating button on the bottom of this page to move back in the flow.**
- **If you use the back arrow by mistake, use the forward arrow to return you to your last position.**