



## GUIDANCE NOTES ON APPLYING FOR THE MEDICAL (GROUP PRACTICE) SCHEME

Opening Hours Monday to Friday 09:00 – 12:00

The Medical (Group Practice) Scheme is a contributing scheme, whereby persons are entitled, through contributions made to the Social Insurance Fund. This applies if the person is registered with the Ministry of Employment, and if residing in Gibraltar under a permit of residence or a residence permit granted under the provisions of the Immigration Control Act.

In order to apply for a Health Card the following documents must be submitted;

1. Fully completed application form.
2. ETB Contract (if applicable).
3. PAYE Allowance & Social Insurance Contributions Class Certificate.
4. One passport photo on a WHITE background.
5. Civilian Registration Card (Current ID Card / Passport).
6. Permit of Residence (if applicable).
7. Proof of address (see below).
  - Deeds or Under Lease of the property together with last receipt of rates or last three months' utility bills.
  - Private Rental Agreements (not through an Estate Agent) must be accompanied by Deeds of the property and last receipt of service charges or rates in owner's name.
  - In the case of renewals please bring recent Rental Agreement and three months utility bills.
  - Valid Tenancy Agreement with HM Government of Gibraltar or approved Tenancy List.
8. If applying as a Frontier Worker – Spanish registered S1 form (see information on the S1 below)

For changes of name &/or address – documentary evidence will be requested.

### Collecting your S1 from the Gibraltar Social Insurance Contributions Office

- If you working and paying your Social Insurance Contributions in Gibraltar and reside in another EU Member state, you need to apply for an S1 at the Social Insurance Contribution Office. The office is located on Waterport / North Mole Road, directly after the Parcel Post collection entrance.

Please be sure to take some form of ID which lists your name and date of birth.

NOTE: Prior to getting your S1 registered with the Spanish Authorities in Spain, please take all the documents to the Registration Department at the Primary Care Centre where you will be issued with a four month temporary medical card so you are covered during the time it takes to get your S1 registered in Spain.

### Registering your S1 with the Spanish authorities

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 a 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 ‘padrón’) 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.

### Signing the Application Form

- Applications for persons under the age of 18 must be signed by a Parent/Legal Guardian
- Applications for persons aged 18 and over must be signed by the applicant.

### Collection of Health Card

- The Health Card will be ready to collect from the Primary Care Centre, 2nd Floor - ICC Building - Main Counter, when the applicant receives a ‘letter’ at the address supplied on their application.
- Applicants must produce the collection letter in order to collect their Health Card.
- If another person is collecting the Health Card on behalf of the applicant, then the signed authority note must be presented.

### **WE REGRET THAT WE WILL BE UNABLE TO ACCEPT INCOMPLETE APPLICATIONS**

The Medical Group Practice Application Forms are available at the Registration Department at the Primary Care Centre or on our website [www.gha.gi](http://www.gha.gi).