

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

The Medical (Group Practice) Scheme is a contributing scheme, whereby persons are entitled, through contributions made to the Social Insurance Fund 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 contributions made to the Social Insurance Fund you may be required to pay the voluntary contribution annual fee.

In order to apply for healthcare the following documents must be submitted together with the relevant application form:

- **Person Employed in Gibraltar**

Fully completed application form.

A copy of your ID card, Civilian Registration card or Passport.

Proof of payment of Social Insurance contributions – The best way to prove this is to provide us with a copy of your latest pay slip (please note that since we only require certain information you are allowed to blank out/redact all details on the pay slip except for your full name, date of pay slip, and amount of social Insurance contribution).

If you are applying as a Frontier Worker – your Spanish registered S1 form (see information on the S1 below).

- **Person Self Employed**

Fully completed application form.

A copy of your ID card, Civilian Registration card or Passport.

Permit of residence – This is applicable only for individuals who are in possession of a permit of residence, as it will be used to determine the expiry length of your health card – For further information on applicability please contact the Registration Department.

Certificate of Social Insurance contributions – This may be obtained from the Income Tax Contributions office upon request.

- **Dependant of contributor**

Fully completed application form.

A copy of your ID card, Civilian Registration card or Passport.

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.

A utility bill dated within the last three months or a copy of your property lease. These documents should be under the dependant &/or the contributors name:

- If you are providing a Permit of residence you do not need to submit a utility bill or property lease;
- If you are submitting a property lease we would only require the first, second and the signature page;
- If you are submitting a utility bill, you are allowed to blank out/redact all details except for your full name, address and date of utility bill;
- If you are residing in a Government property, evidence of inclusion will be required.

Birth/adoption certificate, parental order or marriage certificate – this is used to verify your relationship to the contributor and is only required for first time applicants.

If the application is for a dependant other than the spouse or child of a registered person, a dependant form must be completed for inclusion in the scheme - For further information on applicability, please contact the Registration department.

- **Pensioner**

Fully completed application form.

A copy of your ID card, Civilian Registration card or Passport.

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.

A utility bill dated within the last three months, or a copy of your property lease, or a letter from property owner granting permission to reside at the property:

- If you have are providing a Permit of residence you do not need to submit a utility bill or property lease;
- if you are submitting a property lease we would only require the first, second and the signature page;
- if you are submitting a utility bill, you are allowed to blank out/redact all details except for your full name, address and date of utility bill;
- If you are residing in a Government property, evidence of inclusion will be required.

- **Persons not in employment**

Fully completed application form.

A copy of your ID card, Civilian Registration card or Passport.

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.

Utility bill dated within the last three months, or a copy of your property lease, or a letter from property owner granting permission to reside at the property:

- If you have are providing a Permit of residence you do not need to submit a utility bill or property lease;
- if you are submitting a property lease we would only require the first, second and the signature page;
- if you are submitting a utility bill, you are allowed to blank out/redact all details except for your full name, address and date of utility bill.
- If you are residing in a Government property, evidence of inclusion will be required.

Letter explaining your personal circumstances, such as, reasons for not being in employment - For further information please contact the Registration Department.

### 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 dependants, 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.

**WE REGRET THAT WE WILL BE UNABLE TO ACCEPT INCOMPLETE APPLICATIONS, PLEASE NOTE THAT THE ISSUING OF YOUR HEALTHCARD MAY TAKE BETWEEN FOUR AND SIX WEEKS.**