

Application to register with a GP Practice for eligible visitors or persons taking up ordinary residence in Northern Ireland.

Guidance Notes

WHY YOU NEED TO COMPLETE THIS FORM

Health and Social Care Services in Northern Ireland are not free to everyone. As they are primarily for the benefit of people who reside in Northern Ireland, those who apply to register with a GP Practice in Northern Ireland must complete this form and provide supporting documentation, so that your entitlement to access services can be assessed.

If you are considered eligible to register with a GP Practice you can access publicly funded health and social care services, which are mostly free. Please note that a visitor lawfully here and registered with a GP is not entitled to Social Care services free of charge.

PERSONS REQUIRED TO COMPLETE THIS FORM

This form must be completed by or on behalf of all persons (except those referred to below*) who wish to register with a GP Practice.

Children under 16

This form may be used to register children under 16 residing with the applicant in Northern Ireland provided that the full names and dates of birth of the children are entered in Section 1.13.

*Persons not required to complete this form

- Persons transferring from one Northern Ireland GP Practice to another Practice within Northern Ireland.
- Holders of an Infant Registration Form (HS123) issued by the Registrar of Births when a birth is registered.

COMPLETING THIS FORM

All patients must complete Section 1 and sign the declaration in Section 6.

If you are completing this form as being ordinarily resident please complete Sections 1, 3, 5 & 6.

If you are an eligible visitor in Northern Ireland please complete Sections 1, 2, 5 & 6.

If you are a Cross Border Worker* please complete Sections 1, 4, 5 & 6.

The completed form should be presented to your chosen GP Practice along with the relevant supporting documentation, as required.

*Cross Border Workers

To qualify as a Cross Border Worker you must live in another EEA country and work in Northern Ireland, travelling home daily or on a regular basis.

Categories of Entitlement

Ordinarily Resident in Northern Ireland:

Persons coming to Northern Ireland to live are required to meet the 'Ordinarily Resident Test' in Northern Ireland, i.e. you must be lawfully residing in Northern Ireland and have an identifiable and settled purpose here.

To satisfy this test you must have indefinite leave to remain in the United Kingdom (UK), and provide proof of your settled purpose e.g. to work, and confirmation of your Northern Ireland address.

Eligible Visitor:

An eligible visitor is a visitor to Northern Ireland who is lawfully present in Northern Ireland and satisfies a relevant exemption from charges such as students, workers and asylum seekers in accordance with the Health and Personal Social Services Provision of Health Services to Persons Not Ordinarily Resident Regulations (Northern Ireland) 2015, paragraphs **5 to 22**.

- | | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 5. Lawful Residence for 12 months; | 15. War pensioners and armed forces compensation scheme payment recipients; |
| 6. Presence for work, study or to settle; | 16. HM UK Forces/ Crown Servants and others; |
| 7. EU Rights; | 17. Former Residents working overseas; |
| 8. Reciprocal Agreements; | 18. Missionaries for organisation established in UK; |
| 9. Refugees, Asylum Seekers and children in care; | 19. Prisoners and detainees; |
| 10. Victims of Human Trafficking; | 20. Employees on UK Registered Ships; |
| 11. Exceptional Humanitarian Reasons; | 21. Treatment the need for which arose during a visit to Northern Ireland; |
| 12. Diplomats; | 22. Family members of visitors. |
| 13. NATO Forces; | |
| 14. Long term Visits by UK Pensioners; | http://www.hscbusiness.hscni.net/services/1785.htm |

How we use your information

The Business Services Organisation is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment of patient charges. We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits and/or to:

- check the accuracy of the information provided;
- prevent or detect crime;
- protect public funds.

Details of our Fair Processing Notice can be found at:

<http://www.hscbusiness.hscni.net/services/1770.htm> or by contacting us using the details below.

If you require assistance or have any queries about this form please contact:

Medical Registration
Business Services Organisation
Tel: 0300 555 0113

Application to register with a GP Practice for eligible visitors or persons taking up ordinary residence in Northern Ireland.

All applicants must complete Section 1 and provide Photographic ID.

SECTION 1 : Details of registering patient

1.1 Title:

Mr Mrs Miss Ms
Other

1.2 Surname:

1.3 Previous Surname:

1.4 Forename(s) (in full):

1.5 Date of Birth:

1.6 Gender:

Male Female

1.7 Country of Birth:

1.8 Daytime phone number:

The BSO may contact you regarding your application.

1.9 Current address in Northern Ireland:

Postcode

1.10 If you have an address outside Northern Ireland, please provide details:

Postcode

1.11 Health and Care Number, if known:

1.12 Name and address of GP Practice you wish to register with in Northern Ireland:

Name of GP Practice

Address

Postcode

1.13 If you are registering children under 16 years old residing with you in Northern Ireland, please give their details below.

1 Surname
Forename
Gender Male Female
Date of Birth
Country of Birth

2 Surname
Forename
Gender Male Female
Date of Birth
Country of Birth

3 Surname
Forename
Gender Male Female
Date of Birth
Country of Birth

4 Surname
Forename
Gender Male Female
Date of Birth
Country of Birth

SECTION 2 : Please complete this section if you are a visitor to Northern Ireland

2.1 From which country have you travelled to Northern Ireland?
 Go to 2.2

2.2 What date did you arrive in Northern Ireland?
 Go to 2.3

2.3 What date do you intend to leave Northern Ireland?
 Go to 2.4

2.4 What is the purpose of your visit e.g. Holiday/ Visiting family/ Study/ Work etc.?
 Go to 2.5

2.5 Please provide details of any exemption you meet under the Provision of Health Services to Persons Not Ordinarily Resident Regulations (Northern Ireland) 2015, if applicable.

Please Note:

You must provide documentary proof of your claim for exemption as requested by Practice Staff.

Unless you are seeking asylum go to 2.6

If seeking asylum you must provide your Application Registration Card (ARC) and IS.96 letter from the Home Office confirming your address in Northern Ireland.

Go to Section 5

2.6 Do you normally reside in England, Scotland or Wales?

Yes

You must provide proof of your residency in England, Scotland or Wales to the Practice.

GP Details in England, Scotland, Wales:

Go to Section 5

No

Go to 2.7

2.7 Please state country of residence:
 Go to 2.8

2.8 Please provide your Passport or EEA Identity card details, as applicable:
Country of Issue

Passport Number/ ID Card Number

Issue Date
Expiry Date Go to 2.9

You must provide the **original** document to Practice staff.

2.9 Do you hold a European Health Insurance Card (EHIC)?

Yes Please provide details:

Country of Issue

EHIC No
Valid from
Valid to

You must provide the **original** document to Practice staff.

Go to Section 5

No Go to 2.10

2.10 Do you hold a Visa issued by the UK Home Office?

Yes Please provide details:

Type:
Visa No
Valid from:
Valid to: Go to 2.11

You must provide the **original** document to Practice staff.

No Go to Section 5

2.11 Do you hold a Biometric Residence Permit issued by the UK Home Office?

Yes Please provide details:

Unique Number:

Issue Date
Expiry Date

Go to Section 5

You must provide the **original** document to Practice staff.

No Go to Section 5

SECTION 3 : Please complete this section if you are taking up residency in Northern Ireland.

You can only register as ordinarily resident in Northern Ireland if you are not subject to UK immigration control.

Please Note: You are required to provide at least one document from each list on page 8.

3.1 Where have you resided in the past 12 months? If England, Scotland or Wales, please provide full postal address.

Postcode Go to 3.2

3.2 From which country have you travelled to Northern Ireland?

Go to 3.3

3.3 What was your most recent date of entry to Northern Ireland?

Go to 3.4

3.4 What is your reason for being in Northern Ireland?

- Retirement Go to 3.5
- Join a family member Go to 3.5
- Take up employment Go to 3.5
- Seek employment Go to 3.5
- Other **Please provide details:**

Go to 3.5

3.5 Are you in receipt of an EEA pension?

- Yes Go to Section 5

Please Note: If you are in receipt of an EEA pension from a country other than the UK or Rol you are required to provide to the practice your S1 form, issued by your former country of residence.

For patients from Rol you must provide a letter from the Department of Social Protection (DSP) confirming you have informed them that you are residing in Northern Ireland.

- No Go to 3.6

3.6 Are you a dependant of a person who is ordinarily resident in Northern Ireland?

- No Go to Section 5
- Yes

The person I am dependent on is:

- Employed
- Self-employed
- A pensioner
- Other **Please provide details:**

Please provide the name of this person:

Please provide this person's Date of Birth:

Please state your relationship to this person:

Please supply documentary proof of relationship i.e. Marriage Certificate.

Please provide this person's Health and Care Number (HCN) if they have one:

In addition to your own documents from list 1 and list 2 you must also provide one document from list 1, list 2 and list 3 on Page 8 in the above person's name.

Go to Section 5

SECTION 4 : Please complete this section if you are a Cross Border Worker

4.1 Please state your National Insurance No:

 Go to 4.2

4.2 Please provide details of your employer or business:

Name of employer/business

Address

Postcode

Date employment/self employment commenced

Go to 4.3

Please Note: To register as a Cross Border Worker you are required to supply your most recent payslip showing your employers or business name and address as stated above.

4.3 How often do you travel to Northern Ireland to undertake your employment or self employment?

 Daily Weekly Monthly

Go to 4.4

4.4 Are you registered with a GP in the Republic of Ireland?

 Yes No Go to Section 5

Name of Doctor

Address

Postcode

 No Yes Go to Section 5

SECTION 5 : Additional Information

Do you have any additional information you wish to add to your application:

Yes Please provide details below (before going to Section 6):

No Go to Section 6

SECTION 6 : To be completed by all applicants - Please note: continued on next page

In order to apply to access Health and Social Care Services in Northern Ireland you must read and sign the declaration on page 7.

I wish to apply for Health Service registration in Northern Ireland, on the basis that I am ordinarily resident or an eligible visitor in Northern Ireland and I declare that the information I have given on this form is correct and complete. I understand that if it is not, appropriate action may be taken against me, including cancelling my registration and the recovery of charges.

I understand that by applying to register with a GP Practice in Northern Ireland, I am consenting to the sharing of my information to and by the Business Services Organisation, with other bodies including HSC organisations, Fraud Prevention Agencies and Government Bodies such as the Department for Communities, Department of Work and Pensions, Her Majesty's Revenue and Customs, the Home Office, the Health Service Executive and the Department of Social Protection, for the following purposes:

- to check the accuracy of the information provided;
- prevent or detect crime;
- protect public funds.

SECTION 6 Continued :

I understand that by not providing consent for the sharing of my information, relating to my entitlement, this may affect my ability to access Health and Social Care Services in Northern Ireland, including registration with a GP Practice.

Signature:
Print Name:
Date:

As the person named in Section 1 lacks capacity I am signing this application on their behalf.

Signature:
Print Name:
Relationship to person:
Date:

SECTION 7 : To be completed by doctor willing to accept the person for inclusion on the GP Practice list

I accept this person to be registered (and any children under 16 named in Section 1) for inclusion in my Practice list if entitled to receive General Medical Services.

Doctor's signature:
Doctor's cypher:
Date:

SECTION 8 : Voluntary Consent or Organ Donation (optional)

I want to register my details on the NHS Organ Donor Register as someone whose organs/tissue may be used for transplantation after my death. Please tick the boxes that apply.

All of my organs and tissue Kidneys Heart Liver Corneas Lungs Pancreas

By joining the register you are giving your agreement for your organs and tissue to be used for transplantation to save or enhance the lives of others after your death. For more information, please ask at reception for an information leaflet or visit www.uktransplant.org.uk, or call 08456060400.

Patient's signature:
Date:

WHAT YOU MUST NOW DO

Return the completed form along with relevant supporting documentation to the GP Practice at which you wish to register.

This document is available on the BSO website in minority languages to assist applicants where English is not their first language.

SUPPORTING DOCUMENTATION FOR THOSE TAKING UP RESIDENCE IN NORTHERN IRELAND ONLY

You are required to provide supporting documentation along with your completed application form. Please supply one item from each list below. If you are having difficulty providing any of the items listed, please speak to Medical Registrations BSO 0300 555 113, who will discuss what alternative documents would be acceptable.

Please indicate with a tick (✓) the items you are sending to confirm your identity and status in Northern Ireland.

| LIST 1 : Lawfully in Northern Ireland | TICK ✓ |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Valid Passport | |
| Valid Visa issued by the UK Home Office (if applicable) | |
| Birth Certificate, and where applicable, Marriage or Civil Partnership Certificate | |
| Certificate of Naturalisation or proof of EEA status | |
| Other valid Photographic ID | |
| LIST 2 : Residing in Northern Ireland | TICK ✓ |
| Current NI Driving Licence (photo card and counterpart) with Northern Ireland address | |
| Current Northern Ireland Rates Bill | |
| Current Northern Ireland Electoral Identity Card | |
| Current Home Insurance policy valid for Northern Ireland | |
| Signed, current Tenancy agreement (not handwritten) or mortgage statement for property of residency in Northern Ireland | |
| Current bank statements for active account which show Northern Ireland address | |
| Recently paid utility bill (gas, electricity or telephone - <u>not</u> a mobile phone) for property of residency in Northern Ireland | |
| Housing Benefit award letter for a property in Northern Ireland | |
| LIST 3 : Reason for being in Northern Ireland | TICK ✓ |
| A letter or document from Department of Communities confirming receipt of a UK State pension or Benefit | |
| A letter or document from Department of Communities confirming receipt of Social Security Benefit | |
| Recent payslip from current employer (showing employer's address and employee's National Insurance Number) | |
| Letter from HMRC with your Unique Tax Reference / Self Assessment Return showing NI Address | |
| S1 Form (not issued in UK) or letter from DSP confirming receipt of State Pension (ROI only) | |
| HMRC Tax Credit Award | |