

Guidance Notes

If your registration was cancelled by the Business Services Organisation, you must provide all satisfactory documentary proof of your circumstances along with your application. The Business Services Organisation will assess your application along with the documents you provide before your registration is confirmed to the GP Practice.

If you do not provide satisfactory documents with your form and the GP Practice forwards your application to the Business Services Organisation, it will not be processed. Your form will be returned to the Practice and you will not be registered. Please note that if you receive treatment when you are not registered you may be charged. If you are unsure, please speak to the GP Practice staff.

Type of Entitlement - Ordinary residence	Documents you must provide:	Level of treatment
<p>To be considered ordinarily resident you must be here lawfully and voluntarily for a settled purpose and be able to remain indefinitely.</p> <p>You must live permanently in Northern Ireland and must not live elsewhere. Or if you travel outside NI to work and do not return daily or weekly, you will not be considered resident.</p> <p>NB: Owning a property in NI or paying rates, UK tax or National Insurance does not provide entitlement.</p> <p>If you are unsure whether you meet the ‘ordinarily resident’ test, please contact the BSO to discuss your circumstances with a member of staff.</p>	<p>All applicants must provide proof of being lawfully in the UK indefinitely and proof of your permanent address in Northern Ireland.</p> <p>The BSO will seek to verify your entitlement and if they are unable to do so, you will be requested to provide documentary proof. If the BSO are not satisfied that you are entitled to access publically funded health care, your registration with a GP will be cancelled and you may be charged for your treatment.</p> <p>If your registration was cancelled by the Business Services Organisation, you must also provide documentary proof of your settled purpose along with your application. For example: Pay slips, benefit award letter, a letter from a college or university confirming you are a student along with the start and expected end date and your address. These documents must be current.</p> <p>The Business Services Organisation will assess your application along with the documents you provide before your registration is confirmed to the GP Practice.</p>	<p>Full range of health care whilst ordinarily resident in Northern Ireland</p>

Type of Entitlement - Immigration Health Surcharge	Documents you must provide:	Level of treatment
I hold a Biometric Residence Permit, issued by the UK Home Office which does not provide indefinite leave to enter/remain in the UK	Passport and Valid Biometric Residence Permit. NB: your permit must be in date to register.	Full range of health care during stay

Type of Entitlement - Derivative Rights	Documents you must provide:	Level of treatment
<p>I hold a derivative right of residence the in the UK as the primary carer of a:</p> <ul style="list-style-type: none"> British dependent child or adult EEA child who is exercising an EU Treaty right in the UK and financially independent British child/dependant adult. <p>Also known as Zambrano, Chen, Ibrahim and Teixeira cases</p>	<p>Valid derivative residence card</p> <p>If you do not hold a valid card, please contact the BSO to discuss your situation and find out what documents you will be required to provide.</p>	Full range of health care during stay
I hold a derivative right of residence in the UK as I am the child of a primary carer of one of the above	<p>Valid derivative residence card</p> <p>If you do not hold a valid card, please contact the BSO to discuss your situation and find out what documents you will be required to provide.</p>	Full range of health care during stay

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Type of Entitlement - EU Treaty Rights	Documents you must provide:	Level of treatment
<p>I am a non EEA family Member, of an EEA national who is exercising an EU Treaty Right in the UK, specifically in Northern Ireland</p>	<p>For you – Proof of your relationship: UK Residence Card as an EEA family member or Proof of your relationship to an EEA National, such as a Marriage Certificate, Certificate or Contract of Registered Partnership or Proof of a durable relationship – documents showing a partnership e.g. joint tenancy agreement, covering a period of time or Full Birth Certificate showing EEA national parents details.</p> <p>For your EEA Family Member: Passport or ID Card for EEA Member State (Not UK). If your family member is entitled to hold British nationality e.g. was born in the UK to British/Irish national parents, they must also provide their certificate issued by the Home Office confirming they have renounced their British Citizenship, even if they never held a British Passport.</p> <p><u>Proof of Residency in Northern Ireland:</u> Tenancy, mortgage agreement etc.</p> <p><u>Proof of exercising an EU Treaty Right:</u> Working - Payslips, Student - letter from University/College, Self Employed – HMRC confirmation of self-employment, Self Sufficient – valid private medical insurance.</p>	<p>Full range of health care during stay</p>

<p>I am a non EEA family member of a British national who has exercised an EU Treaty right in another EEA Member State (also known as Surinder Singh) or hold retained rights of residence.</p>	<p>For you – Proof of your relationship: Residence Card as an EEA family member or Proof of your relationship to an EEA National, such as a Marriage Certificate, Certificate or Contract of Registered Partnership or Proof of a durable relationship – documents showing a partnership e.g. joint tenancy agreement, covering a period of time or Full Birth Certificate showing EEA national parents details.</p> <p>For your British Family Member:</p> <p>British Passport or proof of entitlement to hold British Nationality</p> <p><u>Proof of Residency and Settled Purpose in Northern Ireland:</u> Tenancy, mortgage agreement etc.</p> <p><u>Proof of exercising an EU Treaty Right in another EEA Member State:</u> Tenancy agreement, mortgage agreement etc. Working - Payslips, Student - letter from University/College, Self Employed – HMRC confirmation of self-employment, Self Sufficient – valid private medical insurance.</p>	<p>Full range of health care during stay</p>
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Type of Entitlement		Documents you must provide:	Level of treatment
The Health and Personal Social Services Provision of Health Services to Persons Not Ordinarily Resident Regulations (Northern Ireland) 2015			
5.	<p>Visitor</p> <p>I have resided lawfully in the UK for the past 12 months</p> <p>Family Member of a visitor entitled under Regulation 5</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 5 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Home Office Document confirming lawfulness in the UK which must cover the period of the previous 12 months up to the day of registration and proof of living in the UK for the same period.</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
6.	<p>Visitor</p> <p>I am present in the UK for one of the following:</p>		Full range of health care during visit

	<p>A. Engaging in employment which has its principal place of business in the UK or which is registered in the UK, or</p> <p>B. a self-employed person whose principal place of business is in the UK, or</p> <p>C. working as a volunteer with a voluntary organisation that is providing a service under sections 64,65 or 71 of the Public Health Act 1968 (a), or</p> <p>D. pursuing a full time course of study which is substantially funded by the Northern Ireland departments, the Secretary of State, the Welsh Ministers or the Scottish Ministers; or</p> <p>E. pursuing a full time course of study which is of at least six months duration; or</p> <p>F. taking up permanent residence in the UK</p> <p>Family Member of a visitor entitled under Regulation 6</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 6 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Pay slips with employer and employee details</p> <p>HMRC confirmation of a Unique Tax Reference (UTR), NINO and tax returns</p> <p>Letter from voluntary organisation confirming period of voluntary service.</p> <p>Letter from Education Institution confirming period of student status and funding.</p> <p>Letter from Education Institution confirming period of student status and funding.</p> <p>Letter, Certificate or Card issued by the Home Office confirming your permanent residency in the UK.</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p>
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10	<p>Visitor</p> <p>I am a victim of human trafficking</p> <p>Family Member of a visitor entitled under Regulation 10</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 10 above and I am lawfully in the UK.</p>	<p>Home Office Reasonable Grounds Decision Letter or Conclusive Grounds Decision Letter</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
11	<p>Visitor</p> <p>I am a person with exceptional humanitarian reasons</p>	<p>Documents from the Department of Health confirming status</p>	<p>Full range of health care during visit</p>
12	<p>Visitor</p> <p>I am a diplomat (working in Northern Ireland)</p> <p>Family Member of a visitor entitled under Regulation 12</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 12 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Passport and VISA , or official document from Embassy confirming Diplomatic Status in the UK</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>

13	<p>Visitor</p> <p>I am a member of NATO forces</p> <p>Family Member of a visitor entitled under Regulation 13</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 13 above and I am lawfully in the UK.</p>	<p>Documents confirming NATO status and official during in NI.</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
14	<p>Visitor</p> <p>I am a UK pensioner who is:</p> <p>A. In receipt of a retirement pension, or</p> <p>B. Resident in the UK for more than 182 days and in another EEA state or Switzerland for less than 183 days each year and</p> <p>C. Not registered as a resident of another EEA state or Switzerland</p> <p>Family Member of a visitor entitled under Regulation 14</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 14 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Pension Award letter from DWP or Social Security Agency</p> <p>Proof of residency in both countries for specified periods, .e.g. letter from International pension Centre and</p> <p>Confirmation from the Competent authority of country of residence confirming no registration</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>

		member during your stay and Your family members documents to satisfy this exemption	
15	<p>Visitor</p> <p>I am a war pensioner or a recipient of the armed forces compensation scheme payment</p> <p>Family Member of a visitor entitled under Regulation 15</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 15 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Proof of veterans compensation scheme payments, such as card or letter of confirmation from MOD</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
16	<p>Visitor</p> <p>I am one of the following:</p> <p>A. A member of Her Majesty's United Kingdom forces, or</p> <p>B. A Crown servant, recruited in the UK and employed by, or in the service of, the Government of the UK, or</p> <p>C. Working in employment that is financed in part by the Government of the UK</p> <p>Family Member of a visitor entitled under Regulation 16</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 16 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>UK Forces ID card</p> <p>Letter from employer confirming status in NI</p> <p>Letter from employer confirming status in NI</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>

		Your family members documents to satisfy this exemption	
17	<p>Visitor</p> <p>I am a former resident working overseas with</p> <p>not less than ten years continuous lawful residence in the UK and</p> <p>Is employed or self-employed outside the UK for not more than five years.</p> <p>Family Member of a visitor entitled under Regulation 17</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 17 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Letter from former employer, or benefit office or school confirming residence of 10 years and</p> <p>A letter from employer, or payslips, or contract of employment, or tax payments confirming commencement of employment/self-employment.</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
18	<p>Visitor</p> <p>I am a missionary working abroad for an organisation that is established in the UK</p> <p>Family Member of a visitor entitled under Regulation 18</p>	<p>Letter from organisation confirming it is based in the UK and the person is carrying out missionary work for them abroad.</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>

	<p>I am the spouse, civil partner or child of a visitor who satisfies regulation 18 above and I am lawfully in the UK.</p>	<p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and</p> <p>Your family members documents to satisfy this exemption</p>	
19	<p>Visitor</p> <p>I am a person who is a prisoner or detainee</p> <p>Family Member of a visitor entitled under Regulation 19</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 19 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Letter from HMPS</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>
20	<p>Visitor</p> <p>I am employed on a ship registered in the UK</p> <p>Family Member of a visitor entitled under Regulation 20</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 20 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Passport and transit VISA, or Seaman's passport and payslips. Confirmation that ship/vessel is registered in UK waters</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring partnership, birth cert showing parents name, adoption cert, proof of guardianship and proof that you are residing with your family member during your stay and</p> <p>Your family members documents to satisfy this exemption</p>	<p>Full range of health care during visit</p> <p>Full range of health care during visit</p>