

Guidance Notes

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 and you will not be registered. Please note that if you receive treatment when you are not entitled you may be charged. If you are unsure, please speak to the GP Practice staff.

Type of Entitlement - Ordinary residence		Examples of 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. If you are not a British or Irish national, you will be required to demonstrate how you hold indefinite leave to remain in the UK. The BSO may check your immigration status with the Home Office.</p> <p>You can only be considered 'ordinarily resident' while you are residing in NI. If you live permanently elsewhere, you are not 'ordinarily resident' in NI. If you reside in more than one country, you may be able to be register for the time you are residing in NI. You will be required to demonstrate your residence and you will be required to do this each time you arrive, if you wish to register.</p> <p>NB: Owning a property in NI or paying rates, UK tax or National Insurance do not automatically 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>Yes →</p> <p>No – go to Immigration Health Surcharge ↓</p>	<p>All applicants must provide proof of indefinite leave to remain in the United Kingdom.</p> <p>Please refer to annex for proof of lawfulness</p> <p>NB: Normally the BSO will seek to verify your entitlement after you register and if they are unable to do so, you will be requested to provide documentary proof of your entitlement. If you do not respond or 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 any treatment you have received.</p> <p>The BSO reserves the right to request further documentation at the point of registration, to assess entitlement in certain circumstances. Such as those persons who have previously been removed from the GP list by the BSO, for example. 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		Examples of Documents you must provide:	Level of treatment
<p>I have paid the health surcharge and I hold a Biometric Residence Permit (BRP), issued by the UK Home Office which does not provide indefinite leave to enter/remain in the UK</p> <p>Your registration will automatically end on the 'valid until' date on your BRP.</p> <p>If you extend your stay with the Home Office, it is your responsibility to ensure the BSO are provided with proof of your most up to date immigration status in order that your registration is not cancelled.</p>	<p>Yes →</p> <p>No – go to visitor Exemptions ↓</p>	<p>Passport and Valid Biometric Residence Permit. NB: your permit must be in date to register.</p> <p>You will only be able to register for the dates on your card and if you extend your leave in the UK, you must update either the GP Practice or the BSO, otherwise your registration will be cancelled.</p>	Full range of health care during stay

Type of Entitlement			Examples of 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.	I have resided lawfully in the UK for the past 12 months	<p>Yes →</p> <p>No – go to 5a ↓</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. Satisfactory documents include pay slips, benefit payments, bank statements showing your normal living in the UK, self-employment/ business confirmation such as tax returns to HMRC	Full range of health care during their stay

5a	<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>Yes →</p> <p>No – go to 6. ↓</p>	<p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring relationship, birth certificate showing parents name, adoption cert, proof of guardianship and</p> <p>Your family member's documents to satisfy Regulation 5.</p>	<p>Full range of health care during their stay</p>
6.	<p>Visitor</p> <p>I am present in the UK for one of the following:</p> <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>Yes →</p> <p>No – go to 6a ↓</p>	<p>Passport and if you are not an British or Irish National you will be required to provide your valid VISA or Permit issued by the Home Office to confirm you are lawfully in the UK.</p> <p>AND</p> <p>Recent Pay slips with current employer and employee details/Contract of Employment, (Registering as a Director with Companies House is not sufficient proof of entitlement) or</p> <p>Proof of Business and principal place of business and HMRC confirmation of a Unique Tax Reference (UTR), NINO and tax returns, or</p> <p>Letter from voluntary organisation confirming period of voluntary service, or</p>	<p>Full range of health care during their stay</p>

6.a	<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>Yes →</p> <p>No – go to 8 ↓</p>	<p>Letter from Education Institution confirming period of student status and funding, or Study VISA</p> <p>Proof of relationship such as marriage cert, civil partnership cert, evidence of enduring relationship, birth certificate showing parents name, adoption cert, proof of guardianship and</p> <p>Your family member's documents to satisfy Regulation 6.</p>	<p>Full range of health care during their stay</p>
8.	<p>Visitor</p> <ul style="list-style-type: none"> I am covered by a reciprocal agreement between the UK and a country or territory specified in Schedule 2 of the visitor regulations, or with an EEA State of Switzerland where that agreement comes into effect on or after exit day, or I am a 'relevant' frontier worker, or 	<p>Yes →</p> <p>No – go to 8a. ↓</p>	<p>Your passport and if required your VISA or Permit issued by the Home Office AND Proof as required by reciprocal agreement you wish to benefit under</p> <p>Your passport and if required your VISA or Permit issued by the Home Office AND Proof as required by reciprocal agreement you wish to benefit under</p> <p>Frontier Worker Permit or British or Irish Passport and proof of your residency in an EEA State or Switzerland, and proof of your employment in NI and proof that you return home daily or at least weekly.</p>	<p>In accordance with Reciprocal Agreement during their stay</p> <p>Full range of health care</p>

	<ul style="list-style-type: none"> I am a 'relevant' retired frontier worker, or I am a 'relevant' posted worker 		<p>Proof that you were a Relevant Frontier Worker in NI before 01.01.2021 and terminated your employment/self-employment immediately upon receipt of your UK State Pension/relevant benefit.</p> <p>Proof that before exit day you were working in NI as self-employed or employed on behalf of an employer which normally carries out its activities there and went to pursue similar activity or were posted to an EEA State or Switzerland and the duration of such activity does not exceed twenty-four months.</p>	<p>Treatment only for an on-going condition which commenced before retirement</p> <p>Full range of health care</p>
8.a	<p>Family Member of a visitor who is exempt as follows:</p> <ul style="list-style-type: none"> A 'relevant' Posted worker 	<p>Yes →</p> <p>No – go to 8a. ↓</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 the relevant exemption listed</p>	<p>Full range of health care during their stay.</p>

9.	<p>Visitor</p> <p>I have been granted</p> <p>A. temporary protection , or</p> <p>B. Asylum, or</p> <p>C. A child taken into the care of an Authority under the Children (Northern Ireland) Order 1995, or</p> <p>D. Humanitarian protection, or</p> <p>E. I am a child in the care of an authority under the Children (Northern Ireland) Order 1995</p>	<p>Yes →</p> <p>No – go to 9a ↓</p>	<p>Letter from Home Office confirming temporary protection or Biometric Residence Permit</p> <p>Application Registration Card (ARC) and either BAIL 201 or IS.96 letter showing current address,</p> <p>Letter from HSC Trust confirming Looked After Child</p> <p>Letter from the Home Office confirming Humanitarian protection or BRP</p> <p>Letter from NI Health Care Trust confirming status</p>	<p>Full range of health care during their stay.</p>
9.a	<p>Family Member of a visitor entitled under Regulation 9</p> <p>I am the spouse, civil partner or child of a visitor who satisfies regulation 9 above and I am lawfully in the UK and I am staying with the visitor for the duration of my stay.</p>	<p>Yes →</p> <p>No – go to 10 ↓</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 their stay.</p>

10	Visitor I am a victim of human trafficking	Yes → No – go to 10a ↓	Home Office Reasonable Grounds Decision Letter* or Conclusive Grounds Decision Letter *The maximum length of registration using this letter will be 6 months, while the person is awaiting a decision from the Home Office to issue a Conclusive Grounds Letter or they can satisfy another exemption.	Full range of health care during their stay.
10.a	Family Member of a visitor entitled under Regulation 10 I am the spouse, civil partner or child of a visitor who satisfies regulation 10 above and I am lawfully in the UK.	Yes → No – go to 11 ↓	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 Your family members documents to satisfy this exemption	
11	Visitor I am a person with exceptional humanitarian circumstances and have been granted permission to enter the UK for health care reasons.	Yes → No – go to 12 ↓	Documents from the Department of Health confirming status NB: It would normally be the case that the Department of Health will liaise directly with the BSO in such circumstances.	Full range of health care during their stay.
12	Visitor I am a diplomat (working in Northern Ireland)	Yes → No – go to 12a ↓	Passport and VISA to enter the UK , or official document from Embassy confirming Diplomatic Status in the UK	Full range of health care during their stay.

12.a	<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>Yes →</p> <p>No – go to 13 ↓</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>	Full range of health care during their stay.
13	<p>Visitor</p> <p>I am a member of NATO forces</p>	<p>Yes →</p> <p>No – go to 13a ↓</p>	Documents confirming NATO status and official during in NI.	Full range of health care during their stay.
13.a	<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>Yes →</p> <p>No – go to 14 ↓</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>	Full range of health care during their stay.

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 an EEA state or Switzerland for less than 183 days each year and</p> <p>C. Not registered as a resident of an EEA state or Switzerland</p>	<p>Yes →</p> <p>No – go to 14 a ↓</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>Your current EEA Residency Card showing you have limited leave to remain</p>	Full range of health care during their stay.
14.a	<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>Yes →</p> <p>No – go to 15 ↓</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>	Full range of health care during their stay.
15	<p>Visitor</p> <p>I am a war pensioner or a recipient of the armed forces compensation scheme payment</p>	<p>Yes →</p> <p>No – go to 15a ↓</p>	<p>Proof of veterans compensation scheme payments, such as card or letter of confirmation from MOD</p>	Full range of health care during their stay.

15.a	<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>Yes →</p> <p>No – go to 16 ↓</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>	Full range of health care during their stay.
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>Yes →</p> <p>No – go to 16a ↓</p>	<p>Current UK Forces ID card</p> <p>Letter from/on behalf of Home Officer confirming status</p> <p>Letter from employer confirming status in NI</p>	Full range of health care during their stay.

16.a	<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>Yes →</p> <p>No – go to 17 ↓</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, or UK forces family member ID card.</p>	Full range of health care during their stay.
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>Yes →</p> <p>No – go to 17a ↓</p>	<p>Letter from former employer, or benefit office or school etc. 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 and proof of where you were residing immediately prior to taking up employment outside the UK.</p>	Full range of health care during their stay.

17.a	<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>Yes →</p> <p>No – go to 18 ↓</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>	Full range of health care during their stay.
18	<p>Visitor</p> <p>I am a missionary working <u>abroad</u> for an organisation that is established in the UK</p>	<p>Yes →</p> <p>No – go to 18a ↓</p>	<p>Letter from organisation confirming it is based in the UK and the person is carrying out missionary work for them abroad.</p>	Full range of health care during their stay.
18.a	<p>Family Member of a visitor entitled under Regulation 18</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>Yes →</p> <p>No – go to 20 ↓</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>	Full range of health care during their stay.
20	<p>Visitor</p> <p>I am employed on a ship registered in the UK</p> <p>NB: If the vessel you are employed on spends less</p>	<p>Yes →</p> <p>No – go to 20.a ↓</p>	<p>Passport and transit VISA, or Seaman's passport and payslips. Confirmation that ship/vessel is registered in UK.</p> <p>NB: you can only be registered for the time your ship/vessel remains docked in Northern Ireland. If your ship/vessel returns regularly to Northern Ireland</p>	Full range of health care during their stay.

	than 75% of its time in international waters, you will be required to provide your UK Biometric Residence Card.		you will be required to register each time you arrive for the duration that your ship/vessel is docked.	Full range of health care during their stay.
20.a	<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>Yes →</p> <p>No – Please Contact BSO</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>NB: you can only be registered for the time your family member's ship/vessel is in dock in Northern Ireland.</p>	