

Application to register for Health and Social Care Services 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, you are required to complete this form and provide supporting documentation, so that your residence status can be assessed. If you are considered eligible to register with a GP practice you can access publicly funded healthcare which is mostly free.

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 on the basis of being 'ordinarily resident' or someone intending to stay in Northern Ireland for over 6 months

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 - 1.17

*PERSONS NOT REQUIRED TO COMPLETE THIS FORM

- Persons ordinarily resident in Northern Ireland who have misplaced their valid Northern Ireland Medical Card (use HS200 available from GP Practices)
- Persons who have come to Northern Ireland directly from residing in England, Scotland or Wales (use GB medical card or HS200 if medical card not available)
- Holders of an Infant Registration Form (HS123) issued by the Registrar of Births when a birth is registered.
- Holders of Form FP13 issued on discharge from the HM forces

COMPLETING THIS FORM

If you are completing this form as ordinarily resident or a long term visitor in Northern Ireland you should complete Sections 1, 2 and 4.

CROSS BORDER WORKERS

This form should be used by persons wishing to register as a Cross Border Worker (also called Frontier Worker). To qualify as a cross border worker you must live in another EEA country and work in Northern Ireland and travel home daily or on a regular basis. To registered as a cross border worker you must complete sections 1, 3 and 4.

The completed form should be presented to the GP practice chosen along with the relevant documentation.

Entitlement to register for Primary Care in Northern Ireland

Ordinarily Resident

The test of residence that Northern Ireland uses to determine entitlement to publically funded healthcare is known as “ordinarily resident”. In order to be considered ordinarily resident in Northern Ireland, you must be lawfully residing here for a settled purpose.

Long Term Visitor

Visitors here (e.g. for more than 6 months) such as students, workers and asylum seekers

Claiming to be Ordinarily Resident or a Long Term Visitor

Return your completed form (Sections 1, 2 and 4) along with your supporting documents to the GP practice you have chosen. **You must provide three items of supporting documentation (see page 7), one from list 1, one from list 2 and one from list 3.**

Nationals of EEA Member States - EEA nationals are almost always here lawfully, however, in order to meet the requirements to register with a GP they must demonstrate their purpose for being in Northern Ireland.

Nationals from non-EEA states - Non-EEA nationals must provide documentation to show that they are lawfully in Northern Ireland and also demonstrate their purpose for being in Northern Ireland.

Asylum Seekers - If you are seeking asylum in the United Kingdom you must provide your Application Registration Card (ARC) to verify that you are lawfully in Northern Ireland along with relevant evidence you are living in Northern Ireland.

Please note students and their dependents will automatically be de-registered on the date the course ends, without notice being given to them.

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 to:

- *Check the accuracy of the information you have provided on your claim*
- *Prevent or detect crime*
- *Protect public funds*

Further Information

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

Family Practitioner Services
Business Services Organisation
Tel: 0300 555 0113

SUPPORTING DOCUMENTATION

You are required to provide supporting documentation along with your completed application form. Please provide one item from list 1, one item from list 2 and one item from list 3 and indicate with a tick (✓) the items you are sending to confirm your identity and status in Northern Ireland.

LIST 1 : Lawfully in the Northern Ireland

EEA Nationals	✓	Non EEA Nationals	✓	Asylum Seekers	✓
Valid Passport		Valid Passport and valid Visa		Application Registration Card (ARC)	
EEA National Identity Card		Biometric residence permit valid in UK			
Birth and Marriage or Civil Partnership Certificate and proof of EEA status		UK Certificate of Naturalisation			

LIST 2 : Residing in Northern Ireland

EEA and Non EEA Nationals	✓	Asylum Seekers	✓
Current UK Driving Licence (photo card and counterpart)		Letter from the Home Office	
Current Northern Ireland Rates Bill			
Current Northern Ireland Voters Card			
Current Home or Vehicle Insurance policy valid for Northern Ireland			
Signed, current Tenancy agreement (not handwritten) or mortgage statement for a property 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)			
Recent payslip from current employer showing employees address			
P45 or P60 for the last tax year showing employees address			
Evidence of receipt of Housing Benefit in Northern Ireland			
Letter issued by Department of Work and Pensions or Social Security Agency showing address			

LIST 3 : Reason for being in Northern Ireland

EEA and Non EEA Nationals	TICK ✓	Asylum Seekers	TICK ✓
A letter from Department of Work and Pensions or Social Security Agency confirming receipt of a UK State pension or Benefit		Valid HC2 certificate	
Recent payslip from current employer (showing employer's address and employee's NINO)			
P45 or P60 for the last tax year			
Letter from Northern Ireland University (stamped and signed by institution)			
Letter from HMRC, Department of Work and Pensions or Social Security Agency with your national insurance number			
Letter from HMRC with your Unique Tax Reference			

SECTION 5: 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 if entitled to receive General Medical Services.

Doctor's Signature: Doctor's code no:

Date

SECTION 6: 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:

NOTES

Please enter any additional relevant information in the box below.

CHECKLIST

Have you answered all questions as directed in the form?

Have you signed and dated the relevant declaration?

Have you enclosed all relevant supporting documentation?

WHAT YOU MUST NOW DO

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

If you require this document in a minority language (to meet the needs of those not fluent in English) please contact the BSO Family Practitioner Service on 0300 555 0113

Application to register for Health and Social Care Services in Northern Ireland

Please be aware you are required to provide additional documentation to support the information you provide on this form. If you are claiming to be ordinarily resident or a long term visitor in Northern Ireland you must complete Sections 1,2 and 4. Cross Border workers must complete sections 1,3 and 4

SECTION 1 : Details of registering patient(s)

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

1.9 Do you give the BSO permission to contact you by telephone?
 Yes No

1.10 Current address

 Postcode

1.11 Previous address in Northern Ireland

 Postcode

1.12 Name and address of previous doctor in Northern Ireland
 Name of Doctor
 Address

 Postcode
 Date from
 Date to

1.13 Previous address in United Kingdom

Postcode

1.14 Name and address of previous doctor in the UK

Name of Doctor
Address

 Postcode
 Date from
 Date to

1.15 Previous Health and Care Number, if applicable

1.16 Name and address of doctor you wish to register with in Northern Ireland.

Name of Doctor
Address

 Postcode

1.17 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

SECTION 2 :

2.1 Have you resided continually in the UK since birth?
 Yes Go to Section 4
 No Go to question 2.2

2.2 From which country have you travelled to the United Kingdom?
 Go to question 2.3

2.3 What was your most recent date of entry to Northern Ireland?
 Go to question 2.4

2.4 What is your reason for being in Northern Ireland?
 To join a family member
 To work
 Other
 To study Go to question 2.5
 To seek asylum Go to question 2.12
 Please provide your ARC number Go to Section 4

2.5 Do you intend to remain permanently in Northern Ireland?
 Yes Go to question 2.6
 No Please state the date you intend to leave
 Please note your registration will be cancelled on this date Go to Section 4

2.6 Do you have a National Insurance number issued in the United Kingdom?
 Yes Please state your National Insurance no
 No Go to question 2.7

2.7 Are you employed or self-employed?
 Yes
 Please provide details of your employer/ business
 Name
 Address

 Postcode
 Date employment/ self-employment commenced Go to Section 4
 No Go to question 2.8

2.8 Are you registered with a Social Security Office in Northern Ireland and in receipt of a state benefit or entitlement?
 Yes
 Name of benefit or entitlement
 Date of commencement Go to Section 4
 No Go to question 2.9

2.9 Are you in receipt of an EEA pension?
 Yes Go to Section 4
 Please note, if you are in receipt of an EEA pension from a country other than the UK and Ireland you are required to provide your S1 form to the Department of Work and Pensions.
 No Go to question 2.10

2.10 Are you a student or a dependant of a person undertaking a course of study in Northern Ireland?
 Yes Please provide details.
 Name of college/university
 Date course started
 Date course ends
 Please note your registration will be cancelled on the date the course ends
 Students from an EEA country other than the UK and Ireland must provide their valid European Health Insurance Card (EHIC) each time they present at a GP practice or hospital for treatment.
 If you are a dependant please provide details of the student
 Name
 Address

 Postcode
 Please provide the students Date of Birth.
 Please provide the students Health and Care Number (HCN)
 No Go to question 2.11

2.11 Are you a dependant of a person who is ordinarily resident in Northern Ireland?
 Yes
 Please state your relationship to this person
 Please provide the details of this person
 Name
 Please provide this person's Date of Birth
 Please provide this person's Health and Care Number (HCN)
 No Go to question 2.12

2.12 Have you been discharged from HM forces?
 Yes Please provide details
 Unit from which you were discharged
 Service No.
 Discharge date
 Go to Section 4

SECTION 4 :

In order to apply to access Health and Social Care Services in Northern Ireland as ordinarily resident or a long term visitor you must read and sign the declaration below:

I wish to apply for Health Service registration in Northern Ireland, on the basis that I am ordinarily resident or a long term 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 consent to the sharing of my information to and by the BSO, HSC organisations, Fraud Prevention Agencies and Government Bodies such as, the Social Security Agency, Her Majesty's Revenue and Customs and the Home Office, for the following purposes:

- The management of health care services
- To verify my entitlement to access Health and Social Care Services in Northern Ireland
- The prevention, detection and investigation of fraud.

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

Signature:
 Print Name:
 Date:

I am signing this application on behalf of the person named in section 1.

Signature:
 Print Name:
 Relationship to person:
 Date:

SECTION 3 : Cross Border Workers Only

3.1 Do you have a National Insurance number issued in the United Kingdom?
 Yes Please state your National Insurance no
 No Go to question 3.2

3.2 Please provide details of your employment/ self employment
 Name
 Address

 Postcode
 Date employment commenced

3.3 How often do you travel to Northern Ireland to undertake your employment/self employment?
 daily
 weekly
 monthly