

# Supporting Documentation Booklet

You are required to provide copies of supporting documentation, as listed below, along with your completed questionnaire. **You must provide items from the selected lists.** Everyone please select one section from List 1. Residents Only should select one section from List 2 and Visitors should select one section from List 3

## PLEASE SEND COPY DOCUMENTS ONLY

**The BSO do not accept responsibility for the loss or return of original or copy documents**

The full list of documents in relation to how you can be lawfully in the UK may be viewed on our web-site using this link

<https://bso.hscni.net/directorates/operations/family-practitioner-services/access-to-health-and-social-care-team/> then choose [Patient Guide to Entitlement and Lawfulness.](#)



This document can also be accessed using this QR Code for ease of translation

**Alternatively, please contact a member of the team to help you, using the contact details provided in your letter.**

### LIST 1: Lawfully in the UK

**Please choose one of the following sections, as applicable**

	TICK ✓		TICK ✓
British or Irish Passport which confirms entitlement to permanently reside in the UK		A biometric residence permit valid in the United Kingdom	
A British birth certificate if your DOB is prior to 1981, or a British birth certificate and their parent's birth certificate if they were born after 1981		Documentation which confirms you started living in the UK prior to 1973 and your passport or birth certificate	
An Irish birth certificate if their DOB is prior to 2005, or an Irish birth certificate and their parent's birth certificate if they were born after 2004		Letter, valid share code or print out from your Home Office account showing that you have applied to the EU Settlement Scheme	
For people who were born abroad and do not hold a British or Irish passport. They must provide: <ul style="list-style-type: none"><li>• A foreign birth registration certificate, or</li><li>• A full birth certificate and their parent's birth certificate which confirms they hold citizenship via decent, or</li><li>• A UK certificate of Naturalisation</li></ul>		Share code or print out of their Home Office account confirming Settled / Pre-Settled status under the EU Settlement Scheme and photographic ID	

## List 2: Residing/Settled Purpose in Northern Ireland

Please choose one of the following sections, as applicable		
	Examples of documents	Notes
Confirmation of Benefit in payment, showing your NI address	Current Benefit award letter	If your last award was more than 3 months ago, you can print off your recent payments from your on-line account or ask for a letter from your local Department of Communities Office.
Confirmation of Housing Benefit in payment, showing your NI address	Current Benefit award letter	If your last award was more than 3 months ago, you can print off your recent payments from your on-line account or ask for a letter from your Housing Executive Office
Pay slips which confirm you are working in NI <b>and</b> shows your NI address.	If your payslip does not have your address in NI and/or it is not evident from your payslip that your place of work is in NI, you can provide an additional document(s) which confirms your address or place of work is in NI. For example your bank statement which has your NI address and shows your pay lodgements.	At least one of your payslips should be dated within the last two months and the others must not be older than 12 months.
If you work in RoI and reside in NI	Please provide your confirmation from your Personal Tax Account with the Revenue Commissioner which confirms you are non-resident in RoI for tax purposes and shows your NI address <b>OR</b> proof from HMRC that you have declared your foreign income to them.	If you work outside the UK and are absent for more than 3 months, you are not entitled to register with a GP in NI.
Self Employed in NI  NB: If you work in NI but do not live here, You should contact us immediately, using the contact details on the our letter, to request an application form to register as a Frontier Worker  If you live here and work elsewhere, you are required to evidence your residency in NI. For example Republic of Ireland	Confirmation that you are registered with HMRC for Self-Assessment and have a UTR (unique tax reference), have a National Insurance Number and make Self-Assessment Returns to HMRC. This might be print outs from your HMRC Tax Account or written confirmation from your Tax Advisor. The information needs to confirm that you undertake your work in NI and that you live here  This may be a combination of different documents such as a printout from your Personal Tax Account with the Revenue Commissioner which shows that you are registered as Non Resident for Tax purposes and that your place of residence in NI.	We understand that the rules for registering and making returns to HMRC are different to our requirements. For example a tax return does not have to be submitted until 31 <sup>st</sup> January of the following calendar year. However these are the maximum times for reporting to HMRC and you can register/submit your returns much sooner if you wish to use these documents as proof of your entitlement to us.  NB: HMRC statements showing how much tax you owe, repayments outstanding or fines applied etc. are not accepted.

Confirmation that you are a student studying in Northern Ireland.	Confirmation that you are a student studying in Northern Ireland. For example a Letter from your University confirming that you are undertaking a course of study in NI	<p>NB: You are not entitled to register with a GP if you are living elsewhere and undertaking your course virtually.</p> <p>Please note that if you are undertaking a course of study in another part of the UK, you are required to register with a GP where you are residing to attend university. If this is outside of NI, you should sign Section 4 of the Questionnaire.</p> <p>If you are residing in NI while undertaking a virtual course of study, please provide a letter from your University/College which confirm that you are residing in NI for the duration of your course.</p>
Confirmation that Northern Ireland is your permanent place of residency and you do not leave the UK for more than 3 months.	<p>Letter from Pension Provider (State or Private Pension) which should have your NI address and bank statement with NI address showing payments made. Or a combination of documents which may include Self- Assessment Returns to HMRC for Foreign Income for example.</p> <p>A signed tenancy agreement and proof of rent payments for property you are residing in within NI and proof of your normal spending in NI, such as bank statements.</p> <p>A minimum of three consecutive months bank statements showing your income and normal living expenses in NI. The bank statement must have a NI address and the spending must be in NI and one must be within the past two months.</p>	<p>Handwritten tenancy agreements will not be accepted.</p> <p>Bank Accounts which are inactive, show no activity in NI such as on-line purchases only or only have lump sum deposits and withdrawals/transfers will not be accepted.</p>

**If you do not have any of the above documents you may be able to provide a combination of documents which confirm you are residing in Northern Ireland. Please contact this office to discuss what documentation we may consider acceptable in your circumstances.**

## **Assistance with Translation**

If you reside in the **Newry, Mourne and Down Council Area** you can obtain assistance to complete this form by contacting one of the Newry, Mourne & Down Ethnic Minority Support Centres.

Contact Ethnic minority Support Centre by email [ethnicsupport@nmandd.org](mailto:ethnicsupport@nmandd.org) or telephone on 07837 406859

Contact Details can also be found using this QR code:



If you reside the **South Eastern Trust of Belfast area** you can obtain assistance to complete this form by contacting Monika at North Down YMCA.

Email [monika@northdownymca.org](mailto:monika@northdownymca.org) or telephone on 07591 840529

If you reside in **Armagh City, Banbridge & Craigavon area** you can you can obtain assistance to complete this form by contacting Community Intercultural Programme.

Contact <https://www.communityni.org/organisation/community-intercultural-programme> or telephone on 028 3839 3372

If you reside in the **Mid-Ulster area** you can you can obtain assistance to complete this form by contacting Step NI.

Contact [advice@stepni.org](mailto:advice@stepni.org) or telephone 028 8775 0211

### LIST 3 : Visitor Exemptions

Demonstrate how you meet an exemption under PNOR 2015.

If you wish to benefit under a regulation for visitors, please tick the relevant box below. This is a list of the most commonly used exemptions. The full list of exemptions and supporting documents required to satisfy an exemption may be viewed on our web-site using this link

<https://bso.hscni.net/directorates/operations/family-practitioner-services/access-to-health-and-social-care-team/> then choose [Patient Guide to Entitlement and Lawfulness](#). Alternatively, please contact a member of the team to help you, using the contact details provided in your letter.

Please choose one of the following sections, as applicable		
Regulation:	Title	Supporting Documents
5	Lawfully residing in the UK for previous 12 months	Documentation which confirms you have resided continuously and lawfully in the UK for a minimum period of 12 months, up to and including the time of registration. For example, a VISA or Biometric Permit or Passport and payslips, confirmation of benefits in payment etc.
9	Asylum Seeker/Refugee	Application Registration Card
17	Former Residents working overseas (within last 5 years)	A letter from a former employer, benefit office or school confirming residence in the UK for 10 years and A letter from your current employer / payslips / employment contract showing duration of employment / self-employment outside UK has been no longer than 5 years
18	Missionaries (working abroad) for a UK registered charity	A letter from your organisation confirming it is based in the UK and that you are carrying out missionary work for them abroad
20	Employees on Ships registered in the UK, which spend their time in international waters and are temporarily docked in NI	A Transit Visa or Seaman's passport and confirmation of your employment and confirmation that the ship / vessel is registered in the UK and confirmation that the ship or vessel you are working on spends more than 75% of its time outside UK waters. NB: If you are working on a fishing vessel registered in the UK and do not hold a Biometric Residence Card issued by the Home Office to live/work in the UK, you will also need to provide confirmation that the vessel spends more than 75% of its time on in international waters
22	Family Member of an entitled visitor	Documents confirming how your family member meets the exemption and Proof of your relationship with the family member e.g. marriage / civil partnership certificate, birth / adoption certificate

**Please note being born in Northern Ireland, holding a British passport or previously having worked or paid tax or national insurance in the UK do not provide an automatic entitlement to access publically funded health care in NI during a visit.**