

# **NATIONAL HEALTH INSURANCE BOARD ENROLLMENT REQUIREMENTS**

## **EMPLOYEE ENROLLMENT**

Please remit the following **along with** the completed enrollment form:

1. **CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
2. **CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**
  - a. Belonger
    - (i) Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)
    - (ii) Employment Contract
  
  - b. Expatriate (employed by Government or Statutory Body)
    - (i) Employment Contract
    - (ii) "Government Employee" Stamp in Passport
  
  - c. Permanent Resident Certificate Holder (with the right to work)
    - (i) Permanent Resident Certificate (copied back and front)
    - (ii) Permanent Resident Stamp in Passport
    - (iii) Employment Contract
  
  - d. Work Permit Holder
    - (i) Work Permit Card (copied back and front)
    - (ii) Temporary Work Permit Card
    - (iii) Work permit renewal letter from employer and immigration renewal receipt  
***\*\* Please note that this does not apply to first-time NHIP registrants or to first-time work permit applicants!\*\****
  
  - e. Resident Permit Holders (Persons married to Belongers)
    - (i) Resident Permit Card
    - (ii) "Spouse of Belonger" stamp in Passport
    - (iii) Employment Contract
  
  - f. Naturalization Certificate Holders
    - (i) Naturalization Certificate (copied back and front)
    - (ii) Naturalization Certificate of Registration (dependent children – copied back and front)
    - (iii) Employment Contract

Applicants are to submit **all** required documents upon registration.

**\*NB – Original supporting documents (instead of certified copies) can also be presented to an NHIB officer upon registration.**

# **NATIONAL HEALTH INSURANCE BOARD ENROLLMENT REQUIREMENTS**

## **SELF-EMPLOYED ENROLLMENT**

Please remit the following **along with** the completed enrollment form:

- 1. CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
- 2. CERTIFIED COPY OF BUSINESS LICENSE**
  
- 3. CERTIFIED COPY OF CERTIFICATE OF REGISTRATION**
  - a. Business Name Certificate
  - b. Certificate of Incorporation
  
- 4. CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**
  - Belonger
    - (i) Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)
  
  - Self-Employed Work Permit
    - (i) Self-employed work permit card (copied back and front)
    - (ii) Self-employed work permit renewal letter from employer and immigration renewal receipt.  
*\*\*Please note that this does not apply to first-time NHIP registrants or to first-time work permit applicants!\*\**
  
  - Permanent Resident Certificate Holder (with the right to work)
    - (i) Permanent Resident Certificate (copied back and front)
    - (ii) Permanent Resident Stamp in Passport
  
  - Naturalization Certificate Holders
    - (i) Naturalization Certificate (copied back and front)
    - (ii) Naturalization Certificate of Registration (dependent children – copied back and front)

Applicants are to submit **all** required documents upon registration.

**\* NB – Original supporting documents (instead of certified copies) can also be presented to an NHIB officer upon registration.**

# **NATIONAL HEALTH INSURANCE BOARD ENROLLMENT REQUIREMENTS**

## **UNEMPLOYED ENROLLMENT**

(Belongers Only)

Please remit the following **along with** the completed enrollment form:

1. **CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
2. **CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**  
  
Belonger
  - A. Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)
  
3. **EVIDENCE OF EFFECTIVE DATE OF UNEMPLOYMENT**
  - a. Termination Letter (from employer)
  - b. Employment Contract (contracted workers)
  
4. **LABOUR DEPARTMENT VERIFICATION OF UNEMPLOYED STATUS**
  - a. Labour Department stamp on enrollment form (or)
  - b. Labour Department Registration Form

## **INDIGENT/DISABLED ENROLLMENT**

(Belongers Only)

1. **CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
2. **CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**  
  
Belonger
  - a. Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)
  
3. **VERIFICATION OF INDIGENT/DISABLED STATUS**
  - a. Letter from the Social Welfare Department confirming indigent/disabled status
  - b. Letter/Invalidity check stub from the National Insurance Board confirming disability status

Applicants are to submit **all** required documents upon registration.

**\* NB – Original supporting documents (instead of certified copies) can also be presented to an NHIB officer upon registration.**

# **NATIONAL HEALTH INSURANCE BOARD ENROLLMENT REQUIREMENTS**

## **PENSIONER ENROLLMENT**

Please remit the following **along with** the completed enrollment form:

1. **CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
2. **CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**

### Belonger

- a. Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)

### Permanent Resident Certificate Holder

- a. Permanent Resident Certificate (copied back and front)
- b. Permanent Resident Stamp in Passport

### Naturalization Certificate Holders

- a. Naturalization Certificate (copied back and front)
- b. Certificate of Registration (dependent children – copied back and front)

3. **VERIFICATION OF PENSIONER STATUS**

- a. National Insurance Board Letter
- b. NIB Pensioner Cheque Stub

Applicants are to submit **all** required documents upon registration.

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# **NATIONAL HEALTH INSURANCE BOARD ENROLLMENT REQUIREMENTS**

## **EMPLOYER ENROLLMENT**

Please remit the following **along with** the completed enrollment form:

- 1. CERTIFIED COPY OF PASSPORT PHOTO PAGE**
  
- 2. CERTIFIED COPY OF BUSINESS LICENSE**
  
- 3. CERTIFIED COPY OF CERTIFICATE OF REGISTRATION**
  - a. Business Name Certificate ( or)
  - b. Certificate of Incorporation or Memorandum and Articles of Association
    - (i) List of Directors/Trustees
  
- 4. CERTIFIED COPY OF DOCUMENT CONFIRMING LEGAL STATUS IN THE TURKS & CAICOS ISLANDS**
  - Belonger
    - (i) Proof of Belonger Status (i.e. Belonger Certificate/Stamp/ Letter, TCI Status Card)
  
  - Self-Employed Work Permit
    - (i) Self-employed Work Permit card (copied back and front)
  
  - Permanent Resident Certificate Holder (with the right to work)
    - (i) Permanent Resident Certificate (copied back and front)
    - (ii) Permanent Resident Stamp in Passport
  
  - Naturalization Certificate Holders
    - (i) Naturalization Certificate (copied back and front)