



European  
Joint  
Support Unit

# Medical – Carte Vitale





There is a reciprocal agreement with France that allows you to claim back part of your medical expenses from the French with a French *Securité Sociale* number and a *Carte Vitale*. This process should be started as soon as you receive your assignment order as it can be very slow. All officers and UK personnel should follow this process.

## **ACTION IN THE UK PRIOR TO ASSIGNMENT**

You first need to fill out a **CA3822** form to get the S1 for yourself and a **CA8454** for all other members of the family from HM Revenue and Customs.

### Carte Vitale – Completing Form CA3822

Sign up to a government gateway account on the HMRC website. Click on 'Don't have a government account'.

Once you have an account, log in, complete the form, and print the form. Post form to them or send online to them if possible.

Inform HMRC that you are using the online service/postal service

Save copy as PDF.

Website: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Postal address: HM Revenue & Customs, NIC&EO, International Caseworker, Bamburgh House (BP1 301), Benton park View, Longbenton, Newcastle-Upon-Tyne NE98 1ZZ, UK. Tel: UK 03002003500 or if outside the UK +44 1912037010 Fax: 00 44 (0)191 2253708.

Please note that if your posting is for more than one year you will also need an A1.

Please state that you are a civil servant and that you require the S1 to last for 3 years.

**Everyone, irrespective of tour length, must have an S1.**

The Global Health Insurance Card (GHIC), which can be obtained through [www.nhs.uk](http://www.nhs.uk) only covers those who intend to go abroad for a short holiday or business trip and not when you are working in France.

**Children in Boarding School should travel to France with the GHIC card which should be used for any necessary treatment – they are not entitled to a Carte Vitale.**



## CARTE VITALE

The Carte Vitale can only be applied for once you are in country as you will need a French home address

To apply for your carte vitale you will need the following documents:

- S1 from form **CA3822 & CA8454**. **The French are now requesting that all dependants have individual forms, or they will not cover them.**
- Your RIB *Relevé d'identité bancaire* – standard format bank-issued bank account details)
- Photocopies of passports
- Copies of birth and marriage certificates. A letter from the Embassy with the translated information contained on these certificates is also needed for each family member who is permanently in post with you. Please send this information to [BDS Accountant](#) (RAF/Navy) [Chief Clerk](#) (Army) using the templates below. You will then be supplied the certified letters. Could you also provide a postal address to send the letters back.
- You should, where possible, post all the documents and not deal directly with French administration which can be somewhat daunting.
- If you live in Paris (75) – CPAM – Relations Internationales, 173 rue de Bercy, 75012 Paris. If you live in the Yvelines (78) – CPAM – Relations Internationales, 78085 Yvelines Cedex 09. You can also check out the on-line website - <https://www.ameli.fr/assure/english-pages>

If you are in a more isolated posting it is better to deal with the office of the largest nearest town (i.e. Marseille or Toulon if you are posted to Istres)



To note: French administration uses spouse's maiden names. Sometimes both maiden and married names are included but it can be only the maiden name. This is normal procedure.

**TEMPLATE FOR BIRTH CERTIFICATES to be sent to [BDS Accountant](#) (RAF/Navy)  
[Chief Clerk](#) (Army) :**

- Prénom, Nom de naissance :
- Date de naissance :
- Lieu de naissance :
- Sexe :
- Prénom du père, Nom de naissance :
- Né à,
- Prénom de la mère, Nom de naissance : XXXXXX née XXXXXX épouse XXXXXXXX
- Née à,

**TEMPLATE FOR MARIAGE CERTIFICATE :**

- Date du mariage :
- Prénom, Nom de naissance du marié :
- Prénom, Nom de naissance de la mariée :
- Prénom, Nom de naissance du père du marié :
- Prénom du père, Nom de naissance du père de la mariée :
- Lieu du mariage: