



Making an application on behalf of someone else

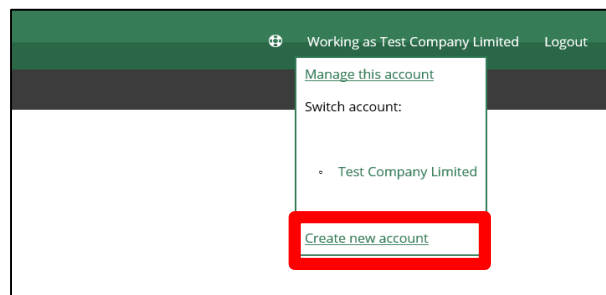
If an individual (like a family member) is unable to complete their application by themselves there is a facility that allows you to complete it on their behalf.

Please note if you are completing the online application on behalf of the individual they **must** be present at time of completion.

1. Login to the population portal <https://populationportal.gov.gg/>
2. Click “working as”



3. Click “Create new account”



4. Select "I am acting as an individual"
 - a. Enter the individuals details
 - b. click "save"

States of Guernsey
Population Management

Working as Test Company Logout

Apply for a permit Overview Employees Payments About You

Create agency

Role

I am acting for an employer applying for Employment Permits and/or for keeping employee records

I am acting as an individual applying for Resident Certificates Permits, or an individual with a change in circumstances

Details

Title
Mr

First name/s
Test

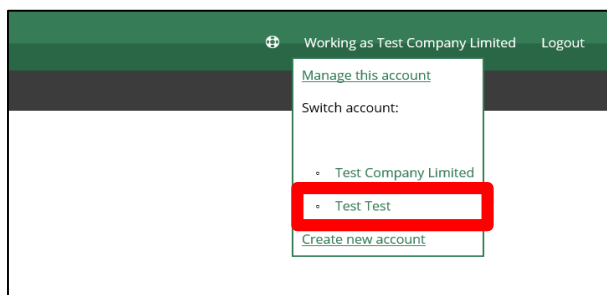
Surname
Test

Birth date
01 January 1975

Social Security number
GY123456

save

5. Click "Working as" and select the new individual you have created.



6. You will now see the "working as" in the top right corner change to their name, you can now make applications on behalf of other people by going to "Apply for a permit".

Please note if you are completing the online application on behalf of the individual they **must** be present at time of completion.

Always check who you are "Working as" before applying for anything.