You have a French employment contract: documents required

Never send original documents. Only send copies.

European scientists

- Your ID: passport or national identity card.
- Your full bank details in your name (French: RIB)
- Proof of address less than three months old in your name:
  - If renting: electricity bill (or gas, water, landline phone, Internet), lease less than three months, housing tax.
  - If staying at a hotel or a residence: proof of residence + receipt for last month’s rent.
  - If staying with a private individual: a hand-written certificate of residence signed by your host + proof of residence less than three months old for your host + a copy of your host’s proof of identity
- Your employment contract or first pay slip\(^1\)
- Form S1106 to apply for health insurance from the social security scheme filled in.
- Birth certificate if required, translated into French by a sworn translator approved by a French Court of Appeal and authenticated or stamped with an “apostille” (see table below).

The document must include:
  - Date and place of birth.
  - Gender
  - Parents: names of father and mother.

Registering minor children

- The form for registration of minor children as claimants\(^2\) filled in.
- Passport or national identity card
- If the child is not European: entry visa
- Birth certificate if required, translated into French by a sworn translator approved by a French Court of Appeal and authenticated or stamped with an “apostille” (see table below).

\(^{1}\text{NOTE: If you sign your employment contract on the first day of work, your contract will be sufficient to request the affiliation. On the other hand, if you sign your employment contract BEFORE the first day at work, you will have to wait for your first pay slip to arrive before being able to send your dossier to the healthcare system: CPAM. The CPAM wants to be sure that you have started work.}\)
Your spouse and adult children (only after three months of residence in France and only if they can provide supporting documents certifying they do not have health cover in another European country)

- Passport or national identity card for each of your family members.
- If the members of your family are not European: residence permits for each family member.
- Form S1106 to apply for health insurance from the social security scheme.
- Birth certificates for each family member, if appropriate, translated into French by a sworn translator approved by a French Court of Appeal and authenticated or stamped with an “apostille” (refer to the above table).
- Your marriage certificate translated into French if necessary (see table above)
- Your bank account details (RIB) for a bank account in France in your name (and not only in the name of the visiting scientist spouse).
- You must be able to prove you have been a resident for at least three months in France:
  - Lease or rental contract, successive rental payment receipts, electricity/water/phone bills, hotel bill for the past three months, etc.
- **Proof of address less than three months old** in your name

⇒ Children 18 and over must register individually and will receive their own social security number.

---

**Translation and “apostille”/authentication of birth certificate**

**Translation**

Only birth certificates in French, Albanian, German, English, Danish, Croatian, Spanish, Finnish, Hungarian, Italian, Latvian, Lithuanian, Dutch, Norwegian, Polish, Portuguese, Romanian, Slovak, Swedish, Czech and Turkish are accepted. Birth certificates in all other languages must be translated into French by a sworn translator approved by a French Court of Appeal.

**“Apostille”/authentication**

Health Insurance requires birth certificates from certain countries to be stamped with an “apostille” or legalized. In either case, this certifies that the document is official. To find out if your birth certificate needs an “apostille” or authentication, please consult Espace Ulys in Lyon or Saint Etienne.