

MEMBERSHIP AND CARD PROCEDURES

1. As a Public Servant:

- Apply for NHIF Services by filling dully NHIF form.

2. Required attachments:

2.1 For principal member (Contributor)

- Copy of either: National, Voter, Licence identity card or passport.
- Passport size photo (coloured).

2.2 Adding Spouse:

- Copy of marriage certificate.
- Copy of either: National, voter, licence identity card or passport of principal member and his/her spouse.
- Passport size photo (coloured).

2.3 Adding children:

- Copy of birth certificate.
- Copy of secondary/College or Higher learning Institutions identity card of children above 18 years of age.
- Copy of legal documents of adopted children.
- Copy of either: National, voter, licence identity card or passport of principal member.
- Passport size photo (coloured).

2.4 Adding parents/in-law:

- Copy of birth certificate of the principal member for the case of his/her parents.
- Copy of birth certificate and marriage certificate of spouse for the case of in-law.
- Copy of either: National, voter, licence identity card or passport of principal member and spouse.
- Legal documents for legal parents
- Passport size photo (coloured).

3 Replacement of dependant:

- Return NHIF card of the replaced or deceased dependant.
- A letter to the NHIF Manager Kinondoni Zone requesting for replacement of dependant and give reasons for replacing.
- Copy of either: birth, marriage, divorce certificate or legal documents.
- Bank pay slip.
- Copy of death certificate in the case of deceased dependant.

- Copy of either: National, voter, licence identity card or passport of principal member, spouse and parents/in law.
- Passport size photo (coloured).

4 Correction of NHIF card (In the case of Human errors).

- Return NHIF card.
- A letter to the NHIF Manager Kinondoni Zone requesting for the corrections of the identified Human errors.
- Copy of either: National, voter, licence identity card or passport of principal member and adult dependant.
- Passport size photo (coloured).
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5 Lost NHIF card: Report to the NHIF office Kinondoni Zone to get introduction letter to Police.

Attachments;

- Police lost report.
- Bank pay slip.
- Copy of either: National, voter, licence identity card or passport of principal member and adult dependant.
- Copy of birth certificate.
- Passport size photo (coloured).

6 Retirees NHIF card:

- Copy of retirement letter.
- Copy of marriage certificate (in the case of spouse).
- Copy of either: National, voter, licence, identity card or passport of retiree and spouse.
- Return all NHIF cards given to you before retirements.
- Passport size photo (coloured).