

REQUEST FOR IRISH SOCIAL INSURANCE RECORDS PER FORMS E104 AND E301 IRL. INFORMATION REQUIRED (BLOCK CAPITALS PLEASE)

Form Required

E301

E104

Full Name

What is your Personal Public Service Number (PPS No.)?
(same as RSI or Tax Number)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Nationality

What is your date of birth?

| | | | | | | | | | | |
|--|--|-----|--|--|-------|--|--|--|--|------|
| | | Day | | | Month | | | | | Year |
|--|--|-----|--|--|-------|--|--|--|--|------|

Date of entry to Ireland

| | | | | | | | | | | |
|--|--|-----|--|--|-------|--|--|--|--|------|
| | | Day | | | Month | | | | | Year |
|--|--|-----|--|--|-------|--|--|--|--|------|

Date of intended departure from Ireland

| | | | | | | | | | | |
|--|--|-----|--|--|-------|--|--|--|--|------|
| | | Day | | | Month | | | | | Year |
|--|--|-----|--|--|-------|--|--|--|--|------|

Forwarding Address.

Irish Address.

Contact Phone Number.

Details of Irish Employers

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| Name | Name | Name |
| Address | Address | Address |
| | | |
| Nature of Employment/Job Title | Nature of Employment/Job Title | Nature of Employment/Job Title |
| From To | From To | From To |

Items Required

- P45 forms in respect of client's employment or employments in the current tax year.
- P60 forms from the previous tax year

Photocopies of the P45/P60 are acceptable as long as the information is clearly visible

Note

- The more documents supplied by the client the easier it is to issue the E104 and E301 IRL Forms. Nevertheless in many cases the forms can only be issued following enquiries with client's former employers. These enquiries can take some weeks to complete. Unfortunately the resulting delays in supplying the E104 and E301 IRL forms are beyond our control.
- If the client is claiming Jobseeker's Benefit or Allowance the forms E104 and E301 cannot be issued until he or she has stopped claiming.

Applications **must** be posted to:

DEPARTMENT OF SOCIAL AND FAMILY AFFAIRS

Client Eligibility Services
Short Term Value Stream
Inner Relief Road
Buncrana
Co. Donegal
Ireland

Please note, as the above office is not a public office, applications **must** be sent by post only.

- **Your PPS Number must be quoted with all enquiries.**

Explanation of forms

The E301 form is a certificate showing periods of social insurance for the purpose of claiming unemployment benefit in another country covered by EC Regulations

The E104 form is a certificate showing periods of social insurance for the purpose of claiming sickness/maternity/invalidity benefit or bereavement/death grant in another country covered by EC Regulations