

# REQUEST FOR IRISH SOCIAL INSURANCE RECORDS FORMS E104 AND U1

## INFORMATION REQUIRED (BLOCK CAPITALS PLEASE)

Form Required  U1  E104

First name

Surname

What is your Personal Public Service Number (PPSN)?

Nationality

Sex Male  Female

Date of Birth Day  Month  Year

Date of entry into Ireland Day  Month  Year

Date of intended departure From Ireland Day  Month  Year

Forwarding address

Contact phone number

Email address

Details of Irish employments

Name	Name	Name
Address	Address	Address
From                      To	From                      To	From                      To
Reason job ended	Reason job ended	Reason job ended

Reason job ended - examples include: resignation, contract expired, contract terminated by mutual consent, contract terminated by employer, redundancy, dismissal for disciplinary reasons.

**If you had more than 3 employments in Ireland, please provide details on a separate sheet.**

**\*\*\* Please do not attach another person's application to yours \*\*\***

## Items Required:

### Legible/clear photocopy of

- Full P45 form(s) in respect of your employment(s) in the current tax year. (P45 must include Part 4 showing PRSI contribution details)
- P60 form(s) from the previous tax year
- U2 form, if you have transferred your Jobseekers Benefit from Ireland
- if you are a non-EEA national, any IRP (previously GNIB) cards and/or work permits you received

## Note

- The more documents you supply, the easier it is to issue the E104 and U1 Forms.
- Nevertheless in many cases the forms can only be issued following enquiries with former employers. These enquiries can take some weeks to complete. Unfortunately the resulting delays in supplying the E104 and U1 forms are beyond our control.
- If you are claiming Jobseeker's Benefit or Allowance, the forms E104 and U1 cannot be issued until you have stopped claiming.

Applications **must** be posted or emailed to:

**Department of Employment Affairs and Social Protection**  
**Client Eligibility Services**  
**EU Records**  
**McCarter's Road**  
**Buncrana**  
**Co. Donegal**  
**Ireland**

**Telephone: 01 471 5898**

**LoCall: 1890 690 690**

**If calling from outside the Republic of Ireland please call + 353 1 471 5898**

**Email: [EUGeneralQueries@welfare.ie](mailto:EUGeneralQueries@welfare.ie)**

**Note:** The rates charged for using 1890 (LoCall) numbers may vary among different service providers.

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

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

## Explanation of forms

The U1 form is a certificate showing periods of social insurance for the purpose of claiming unemployment benefit in another country covered by EC Regulations. This form has replaced the E301 form.

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

If you require the E104 as proof of health insurance in Ireland, you must have a link to the Irish social security system (through work or a social welfare payment) and/or a medical card from the HSE (details of start and end date of medical card(s) will be required).