

How to fill in first page of this form

To help us in processing your application:

- Print letters and numbers clearly.
- Use one box for each character (letter or number).

Please see example below.

1. Your PPS No.:	1	2	3	4	5	6	7	T							
2. Title: (insert an 'X' or specify)	Mr.	<input type="checkbox"/>	Mrs.	<input checked="" type="checkbox"/>	Ms.	<input type="checkbox"/>	Other								
3. Surname:	M	U	R	P	H	Y									
4. First name(s):	M	A	U	R	E	E	N								
5. Your first name as it appears on your birth certificate:	M	A	R	Y											
6. Birth surname:	M	C	D	E	R	M	O	T	T						
7. Your date of birth:	2	8	0	2	1	9	7	0							
	D	D	M	M	Y	Y	Y	Y							
8. Your mother's birth surname:	K	E	L	L	Y										

Contact Details

9. Your address:	1		N	E	W		S	T	R	E	E	T							
	O	L	D		T	O	W	N											
	D	O	N	E	G	A	L		T	O	W	N							
County	D	O	N	E	G	A	L		Postcode										
10. Your telephone number:	O	N	E		N	U	M	B	E	R		P	E	R		B	O	X	
	MOBILE																		
	O	N	E		N	U	M	B	E	R		P	E	R		B	O	X	
	LANDLINE																		
11. Your email address:	O	N	E		C	H	A	R	A	C	T	E	R		P	E	R		
	B	O	X																

SAMPLE



Part 1

Your own details

1. Your PPS No.:

2. Title: (insert an 'X' or specify) Mr. Mrs. Ms. Other

3. Surname:

4. First name(s):

5. Your first name as it appears on your birth certificate:

6. Birth surname:

7. Your date of birth:
D D M M Y Y Y Y

8. Your mother's birth surname:

Contact Details

9. Your address:

 County Postcode

10. Your telephone number: MOBILE
 LANDLINE

11. Your email address:

Declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department and that I may be prosecuted. I undertake to immediately advise the Department of any change in my circumstances which may affect my continued entitlement.

Signature (not block letters)

Date:
D D M M Y Y Y Y

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

18.If you are not an EEA national, do you hold a current:

- Irish Residence Permit? Yes No
 Irish Employment Permit? Yes No
 Student Visa? Yes No

The European Economic Area (EEA) comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

If 'Yes' to any of these 3 questions, please enclose your original permit and/or your original letter from the Department of Justice, which sets out the reasons that you have been granted permission to reside in the Republic of Ireland.

If 'No' to any of these 3 questions, have you applied for permit renewal?

- Yes No

Please give further details as to your residency and/or employment status, and enclose any relevant documentation (e.g. your original most recent permit and a copy of your renewal application).

Residency outside the Republic of Ireland

19.Please give details of each country, outside the Republic of Ireland, that you have lived in.

Country 1

Country:

Dates: From:

To:
D D M M Y Y Y Y

Your social insurance number while there:

Did you have the necessary permission to reside in that country?

- Yes No

If 'No', please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Note: A separate sheet of paper can be used for more details if needed.

Residency outside the Republic of Ireland continued

Country 2

Country:

Dates: From:

To:

D D M M Y Y Y Y

Your social insurance number while there:

Did you have the necessary permission to reside in that country?

Yes No

If 'No', please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Country 3

Country:

Dates: From:

To:

D D M M Y Y Y Y

Your social insurance number while there:

Did you have the necessary permission to reside in that country?

Yes No

If 'No', please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Note: A separate sheet of paper can be used for more details if needed.

Previous residency in the Republic of Ireland continued

25. Provide full details of your last address in the Republic of Ireland during your previous period of residency.

Address:

26. If you previously lived in the Republic of Ireland were you or your partner in receipt of a social welfare payment or did someone claim for you as a dependent or student on a social welfare payment?

Yes No

27. Why did you leave the Republic of Ireland?

28. Please provide any other details you feel may be relevant.

Current residency in the Republic of Ireland

29. When did you come to live in the Republic of Ireland?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

30. Why did you decide to live in the Republic of Ireland?

Current residency in the Republic of Ireland continued

31. Have you lived in the Republic of Ireland continuously since the date you came to live here or returned to live here?

Yes No

If 'Yes', please provide proof of residency, for example, documents/evidence to show your continuous residency in the Republic of Ireland such as a rental agreement and/or utility bills.

If 'No', state when you were absent from and to, and indicate why you left, for example, study or holidays.

1st absence

Dates you were absent:

From:

To:

D D M M Y Y Y Y

Reason you left:

2nd absence

Dates you were absent:

From:

To:

D D M M Y Y Y Y

Reason you left:

32. Are you currently working in the Republic of Ireland?

Yes No

If 'Yes', please give details of employment.

Employer's name:

Employer's address:

Date you started working there:

D D M M Y Y Y Y

Is your employment: Full-time Part-time

Do you have a written contract of employment?

Yes No

Number of hours worked a week:

Current residency in the Republic of Ireland continued

33. Did you arrange or seek to find employment in the Republic of Ireland before coming to the Republic of Ireland?

Yes No

If 'Yes', please give details.

If 'No' please give details of how you have supported yourself since you came to the Republic of Ireland?

34. Were you self-employed? Yes No

If 'Yes', please give details including proof the self-employment was registered with the Revenue Commissioners.

35. If you never worked in the Republic of Ireland, have you looked for work in the Republic of Ireland?

Yes No

If 'Yes', please give details.

Current residency in the Republic of Ireland continued

36. Have you undertaken any training?

Yes

No

Please provide evidence of any training you have done or are currently doing.

37. How long do you plan to stay in the Republic of Ireland?

38. Please outline in full, the reason(s) for staying in the Republic of Ireland.

**39. Please provide any other information that shows your connection to the Republic of Ireland.
For example, if you belong to any professional bodies, community groups, social or sports organisations in the Republic of Ireland.**

40. Please provide details of any substantial change in circumstances since your residency in the Republic of Ireland.

Part 2

Your spouse's, civil partner's or cohabitant's details

43. Their PPS No.:

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44. Title: (insert an 'X' or specify)

Mr. Mrs. Ms. Other

--	--	--	--	--	--	--	--

45. Their surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

46. Their first name(s):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

47. Their birth surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

48. Their date of birth:

D	D	M	M	Y	Y	Y	Y					

49. Their mother's birth surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

50. Their nationality:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

51. Do they live in the Republic of Ireland with you?

Yes No

If 'Yes', please state:

Date their current stay in the Republic of Ireland began:

D	D	M	M	Y	Y	Y	Y		

If 'No', please state where they are and any plans you have made for them to join you:

--

Note: A separate sheet of paper can be used for more details if needed.

52. Did your spouse, civil partner or cohabitant live in the Republic of Ireland previously?

Yes No

If 'Yes', please outline when and the circumstances of their residency including employment and/or self-employment details.

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53. Please give any other relevant information.

--

54. Did they arrange work prior to coming to the Republic of Ireland?

Yes No

If 'Yes', please give details:

--

55. Have they always worked since coming to the Republic of Ireland?

Yes No

56. Are they employed at present in the Republic of Ireland?

Yes No

If 'Yes', please state:

Employer's name:

--

Employer's address:

When employment started:

D	D	M	M	Y	Y	Y	Y		

Is their employment:

Full-time Part-time

Have they a written contract of employment?

Yes No

How long is the job likely to last?

D	D	M	M	Y	Y	Y	Y

57. Are they currently getting a social welfare payment?

Yes No

If 'Yes', please state:

Name of payment:

--

If 'No', to question 57, have they previously got a social welfare payment?

Yes No

If 'Yes', please state:

Name of payment:

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58. Do you have children or other dependants?

Yes No

If 'Yes', please state child or dependant's:

Child or dependant 1

Surname:

First name(s):

Date of birth:

D D M M Y Y Y Y

Child or dependant 2

Surname:

First name(s):

Date of birth:

D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

59. Do all your children or other dependants live in the Republic of Ireland with you?

Yes No

If 'No', please state where they are and any plans you have made for them to join you:

Child 3

Surname:

First name:

Date of birth:
D D M M Y Y Y Y

Name of school:

Address of school:

Start date:
D D M M Y Y Y Y

Child 4

Surname:

First name:

Date of birth:
D D M M Y Y Y Y

Name of school:

Address of school:

Start date:
D D M M Y Y Y Y

Child 5

Surname: [grid]

First name: [grid]

Date of birth: [DD][MM][YYYY]
D D M M Y Y Y Y

Name of school: [grid]

Address of school: [grid]

Start date: [DD][MM][YYYY]
D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

61. Does any of your close family (for example, parent, brother or sister) live in the Republic of Ireland?

[] Yes [] No

If 'Yes', please state:

Person 1

Their PPS No.: [grid]

Their surname: [grid]

Their first name(s): [grid]

Their date of birth: [DD][MM][YYYY]
D D M M Y Y Y Y

Their address: [grid]

Their relationship to you: [grid]

Date they came to the Republic of Ireland: [DD][MM][YYYY]
D D M M Y Y Y Y

Person 2

Their PPS No.:

Their surname:

Their first name(s):

Their date of birth:
D D M M Y Y Y Y

Their address:

Their relationship to you:

Date they came to the Republic of Ireland:
D D M M Y Y Y Y

Person 3

Their PPS No.:

Their surname:

Their first name(s):

Their date of birth:
D D M M Y Y Y Y

Their address:

Their relationship to you:

Date they came to the Republic of Ireland:
D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

Have you enclosed the following?

- Your Residence Permit or renewal application
- Your Irish Employment Permit
- Your Work Permit
- Your Student Visa
- Your Garda National Immigration Bureau (GNIB) documents
- Bank statements for the last 6 months for all bank accounts held outside the Republic of Ireland
- Documentary proof of continuous residency in Ireland
- Documentary proof of registration of self-employment with Revenue

If born, married or entered into a civil partnership or civil union outside the Republic of Ireland:

- Your birth certificate
- Your spouse's, civil partner's or cohabitant's birth certificate
- Your marriage certificate or civil partnership or civil union registration certificate
- Your divorce, dissolution of civil partnership or separation documents

Only original certificates will be accepted

Please remember to sign the Declaration in Part 1.

If you have any difficulty in filling in this form, please contact your local Citizens Information Centre, your local Intreo Centre or your local Social Welfare Office.

Data Protection Statement

The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.