



## IRELAND VISA INFORMATION

The granting of an Irish visa is, in effect, only a form of pre-entry clearance. It does **not** grant permission to enter Ireland. *Immigration Officers have authority to grant or deny admission.* Visa holders are subject to normal immigration control at the port of entry. They should therefore carry with them, for possible presentation to Immigration Officers, the originals or copies of the documents submitted with their applications.

Visa applicants require a valid visa **each time** they enter the State, including entry via the UK. This also applies to persons who have current permission to reside in the State.

A visa does **not** grant permission to stay in Ireland. The date of validity shown on the visa indicates only the date before which it must be presented to an Immigration Officer. The length of stay is decided by an Immigration Officer at the port of entry. *Irish law does not provide for a permanent residence visa.*

A visa holder who remains in the State longer than the permitted period and/or who submitted false or misleading information in support of his/her application may become liable for prosecution and/or subject to deportation.

Travel tickets should not be booked or paid for by applicants until their applications have been approved.

Department of Foreign Affairs  
Dublin  
January, 2002

## IMPORTANT - PLEASE READ CAREFULLY

### APPLICATIONS

1. Please type or write clearly in **BLOCK CAPITAL LETTERS**. Illegibility may prevent applications from being processed. Application forms must be **signed** by applicants.
2. **All** questions must be answered and **originals** of all documents submitted. Failure to do so may result in delays.
3. Each application is given a **reference number** which should be quoted if an enquiry is made.
4. Applications must normally be made through the Irish Embassy or Consulate in the applicant's country of **permanent** residence and applicants may be required to attend for personal interview. If there is no Irish Embassy or Consulate in the applicant's country of permanent residence the application may be made through any Irish Embassy or Consulate, through the applicant's reference in Ireland or direct by post to the Visa Office, Department of Foreign Affairs, 69-71 St. Stephen's Green, Dublin 2, Ireland [tel. (353 1) 478 0822].
5. Applicants who have permission to remain in Ireland may apply for re-entry visas by post or by calling in person to the Visa Office on any weekday between the hours of 9.30 a.m. and 12 noon. **Please note, however, that same-day service is not and cannot be guaranteed.** Certificates of Registration ("Green Book") must be submitted with applications.
6. **Passports** must be submitted whether applications are being made by post, through an Irish Embassy or Consulate or at the Visa Office in Dublin. Visas cannot be issued unless passports are submitted. In cases where the applicant is unable to submit his/her passport with the application s/he must state the reason and indicate from which Irish Embassy or Consulate s/he proposes to collect the visa. **In those cases only**, photocopies of all pages of the passports must be submitted with the application.
7. Applicants' passports should be valid for at least 6 months after the intended date of **departure from** Ireland following visits.
8. Three recently-taken passport-size colour photographs must also be submitted with applications.
9. **Children under 16 years of age accompanying a parent or a legal guardian are not required to have visas for entry to Ireland if they are named on the passports/travel documents of their parents/legal guardians and the parent's visa does not specify that it is valid for "Bearer Only". Children under 16 years of age travelling on their own travel documents, whether in the company of a parent/legal guardian or not, must be in possession of a valid visa.**

### OTHER ORIGINAL DOCUMENTS TO BE SUBMITTED WITH VISA APPLICATIONS

#### 10. *ON BUSINESS / TO ATTEND A CONFERENCE*

- (A) Letter of invitation from Irish company stating the reason for and duration of proposed visit and responsibility for the applicant's accommodation/maintenance costs; or
- (B) Letter from conference host setting out details including nature, duration and programme of conference and responsibility for accommodation/maintenance costs.

#### 11. *FOR VISIT / HOLIDAY*

- (A) Confirmation of hotel booking or letter from reference in Ireland undertaking to provide the applicant with accommodation during his/her stay; and

ATTACH  
PHOTOGRAPH  
(Last 6 Months)



## IRELAND Application for Visa

For Official use only	
docs. ck _____	date _____
DS _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
cat: _____	
val to: _____	<input type="checkbox"/> S <input type="checkbox"/> M
fee _____	receipt no. _____
stk no. _____	
iss at _____ by _____	
ent DB: _____	date: _____

1. Surname (as in passport)
  2. Forename(s) (as in passport)
  3. Other Name(s) (maiden, or name at birth)
  4. Date of birth - Day  Month  Year  5. Place of birth
  6. Citizenship  7. Sex - Male  Female
  8. Personal status - Single  Married  Widowed  Divorced  Separated
  9. Will you be accompanied by your spouse and / or members of your family to Ireland? YES / NO Will they join you later? YES / NO  
Please give the relevant name(s), place(s) and date(s) of birth, nationality and relationship to you:  
.....  
.....
  10. Passport / travel document number ..... 11. Issuing country.....
  12. (i) Place of issue.....(ii) Date of issue .....(iii) Date of expiry .....
  13. Exact details of valid visas and entry permits held by you giving precise periods of validity .....
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14. Presently employed YES / NO.....Occupation .....
  15. Place of employment / college / school (in country of residence).....
  16. Present address and daytime telephone no. ....
  17. Permanent address (if different from present address) .....
  18. Length of residence in present country .....  
and details of valid residence permit, including re-entry visas, held (if applicable) .....
  19. Purpose of journey .....
  20. Dates on which you propose to enter and leave Ireland — From ..... To .....  
A person who proposes to remain in Ireland for more than three months should state (a) whether there are any persons dependent on him / her;  
(b) the names, ages, nationalities, relationships and present addresses of any dependants. A **separate** sheet should be used for this purpose.  
**If you are allowed stay longer than 3 months, you must register with the Gardai (Police).**
  21. How do you propose to maintain yourself in Ireland? (Please be specific, you will be required to produce evidence of funds) .....
  22. Address of destination in Ireland (in detail) .....  
..... Telephone .....
  23. **Reference in Ireland**  
Name(s) .....  
Nationality ..... Occupation .....
  - Business address and telephone no. (daytime) .....
  - Private address and telephone no. (daytime) .....
  24. **Previous applications for Irish visas:**  
When did you apply? ..... Was the visa issued? YES / NO Did you travel to Ireland? YES / NO  
When did you arrive?.....When did you leave Ireland?.....
  25. Fee submitted (currency and amount) .....

I declare that I have understood all the questions relating to this application and that, to the best of my knowledge, the details I have given are correct and complete.

Signature of applicant ..... Date ..... 20 .....

- (B) Evidence that the applicant has sufficient funds to maintain him/herself during his/her stay (e.g. recent bank statement) or letter from reference in Ireland undertaking to support the applicant financially during his/her stay; and
- (C) Evidence of obligations in the applicant's country of permanent residence, e.g. letter from employer/college certifying intention to return there after the visit.

12. ***FOR STUDY / TRAINING / EXAMINATION PURPOSES***

- (A) Letter of registration from college/school verifying the duration/nature of the course or examination; and
- (B) Evidence that the requisite fees have been paid in full, and
- (C) Evidence that the applicant has sufficient funds to maintain him/herself for the period of his/her proposed stay.

13. ***FOR EMPLOYMENT PURPOSES (INCLUDING PUBLIC PERFORMANCES)***

- (A) Work permit; or
- (B) Written confirmation from the Department of Enterprise, Trade and Employment that a work permit will issue; and
- (C) Schedule of performances (performing artists).

14. ***FULLY REGISTERED DOCTOR***

- (A) Current work permit; and
- (B) Full Medical Council Registration Certificate.

15. ***TEMPORARY REGISTERED DOCTOR***

- (A) Medical Council Registration Book with current registration; and
- (B) Letter from employer specifying details of current employment contract.

16. ***SPOUSE OF DOCTOR***

- (A) As at paragraphs 14 and 15 above.

17. ***SPOUSE OF IRISH / EU CITIZEN***

- (A) Passport or other proof of EU citizenship of Irish/EU spouse; and
- (B) Marriage certificate with (where appropriate) a notarised English translation.

The EU spouse's birth certificate must also be presented in cases of discrepancy between the passport and marriage certificate.

18. ***SETTING UP BUSINESS***

- (A) Applicants intending to set up business in Ireland must present a letter of permission to do so from the Department of Justice, Equality and Law Reform.

## **PROCESSING TIME / DECISIONS**

19. While many applications are decided quickly (for example those of Government officials, well-travelled business people and persons with residence rights in Ireland or Europe or with valid visas for other EU or Schengen Member States) others, such as those from people intending to work, study or come as tourists, may have to be referred for decision to the Department of Justice, Equality and Law Reform in Dublin. In all cases, therefore, applicants should apply at least three weeks (five weeks if by post) in advance of the intended date of departure for Ireland. Minimum communications costs, of which details are available from them, will be charged by Irish Embassies and Consulates to applicants who wish to have their applications expedited. **Consulates have to refer all applications to a supervising Embassy or to Dublin.**

## **APPLICATION FEES**

20. Details of application fees are available from Irish Embassies and Consulates and from the Visa Office in Dublin. Applications made direct to the Visa Office should be accompanied by the relevant fee in Euros (**bank drafts only**, payable to DEPARTMENT OF FOREIGN AFFAIRS, DUBLIN). Application fees are **non-refundable**.
21. Applicants who are **married to EU citizens** are exempt from fees.

## **CHANGE OF STATUS**

22. In general, persons granted visas for particular purposes (e.g. visit; study; accompanying spouse; examination) are **not permitted** under Irish law to involve themselves in any other activity or to remain in the State for any purpose other than that for which the visa was specifically granted. A person wishing to undertake any activity in Ireland other than that for which his/her visa was granted (including re-sitting an examination) must leave the State and then apply for a new visa. The applicant may not return to Ireland while awaiting a decision on his/her new application. **The Visa Office cannot accept applications for re-entry visas involving change of status in Ireland. Enquiries about change of status must be directed to the Immigration and Citizenship Division, Department of Justice, Equality and Law Reform, 72-76 St. Stephen's Green, Dublin 2 [tel: (353 1) 602 8202].**

## **APPEALS**

23. Should an application be refused, the applicant may apply to have it reconsidered by the Visa Appeals Officer, Department of Justice, Equality and Law Reform, 72-76 St. Stephen's Green, Dublin 2 [tel: (353 1) 602 8202]. Any further information or additional documentation which it is wished to have taken into account should be sent to the Visa Appeals Officer. This can be done direct or through the Irish Embassy or Consulate through which the application was made. The application reference number must be quoted. **Appeals cannot be dealt with over the telephone.**

## **REGISTRATION**

24. A visa holder proposing to remain in Ireland for longer than three months is required to register with the Gardaí (police) in the area in which s/he resides. Registration establishes permission to reside. For the greater Dublin area, the relevant office is the Immigration Registration Office, Harcourt Street, Dublin 2 [tel: (353 1) 475 5555]. Items required for registration are:
- (a) passport;
  - (b) four recently-taken passport-size photographs;
  - (c) documentation relating to entry, such as work permit, business permission, evidence of funds, letter from college.

The period of permission given is determined by the duration of the course or the validity of the work permit. On registration, the person is given a Certificate of Registration (Green Book) and is required to keep his/her permission to reside in Ireland up-to-date for the duration of his/her stay in the State.