



PASSPORT APPLICATION FORM NOTES

APS2E
Rev 06/11

PLEASE READ THESE NOTES CAREFULLY **BEFORE** COMPLETING THE APPLICATION FORM (APS2E)

- **Irish Embassies/Consulates normally require several weeks to process passport applications. Please allow sufficient time before travelling to submit your application, and for the issue of your passport, as delays may occur if your application form is not completed correctly or if your documentation or photographs are not in order.**
- The Passports Act 2008 provides that only Irish citizens may obtain Irish passports. Each application must, therefore, have documentary evidence that establishes your entitlement to Irish citizenship. Only **original** civil documents and/or your previous passport are accepted.
- Use this form (APS 2E) if you are not resident in the State. Residents in Ireland must use form APS 1E which is available at your local Garda Station, library, post office or Passport Office.
- It is essential that the application form is completed correctly and in **BLOCK CAPITALS** using a ballpoint pen in **BLACK INK**. Print clearly and stay within the text boxes/spaces. Do not strike-through any area of the form otherwise your form may be rejected.
- **You should keep a record of your application number.** To assist you with this, a “peel-off” label is provided on the bottom of page 4 of the application form. Your application number is a key reference point in any contact with the Passport Office. You can also use this number to track the progress of your application on our website www.passport.ie. Information on the status of your application will only be available on the tracking system when processing begins in the Dublin Office.
- Your application must be submitted within six months of the date on which it has been witnessed.
- The Passport Office is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Acts 1988 and 2003. In line with these Acts, the Passport Office applies restrictions on the right of access to submitted personal data. However, Section 8 of the 1988 Act sets out the circumstances under which the disclosure of personal data is permitted. (See www.dataprotection.ie).

Further information on passport matters is available on www.passport.ie Specific instructions on passport matters in the country in which you are now resident may be found on the local Consulate General of Ireland or Embassy of Ireland website.

POSTAL APPLICATIONS TO EMBASSY/CONSULATE

Please read carefully any additional advice/requirements provided by Embassies/Consulates along with this information note.

Check that you have complied with any local requirements requested by the Embassy/Consulate e.g. fees in local currency, methods of payment accepted, return courier fees, if applicable.

PERSONAL APPLICATIONS TO EMBASSY/CONSULATE

Applications can also be submitted to the Embassy/Consulate in person. Please contact your local Embassy/Consulate for details.

Passport Applications via Embassies/Consulates take between four and six weeks to process.

EXPRESS PASSPORT SERVICE - NORTHERN IRELAND AND PARTICIPATING UK POST OFFICES ONLY

This service is available through participating Post Offices. Details of branches can be seen on www.passport.ie. Hand in the application form and appropriate documentation at the Post Office counter. Pay the passport fee directly at the Post Office. If in order, your passport will be issued and returned by Express Post within 10 working days of receipt by the Passport Office. On exceptional occasions, where extenuating circumstances exist for the Passport Service, the turnaround period may be extended for a temporary period. Notice of this change will be published on the Passport Service website www.passport.ie

PASSPORT PHOTOGRAPH REQUIREMENTS

Four photographs should be submitted with each application.

For full details see enclosed **PASSPORT PHOTOGRAPH GUIDELINES**. Please ensure that you have studied this carefully and that the photographs you submit satisfy all of the requirements. If you cannot meet these photographic requirements because of a disability or other reason, please contact your nearest Passport Office, Embassy or Consulate for advice.

PASSPORTS FOR CHILDREN (See also Notes 1, 3 & 7)

All children (under 18 years) must possess their own passport for international travel.

Applications for persons under 18 (unless married) require the consent of guardians. The consent requirements are dealt with further in Note 7.

Particular attention should be given to Section 3 regarding the citizenship entitlements for children born on or after 1 January, 2005.

Please note that all applications (including renewals) from persons under 18 years must be accompanied by their long form birth certificate in addition to their previous passport (if issued).

CHANGES TO CERTAIN PASSPORT APPLICATION PROCEDURES

With a view to preventing identify theft and the fraudulent use of Irish passports, additional safeguards have been introduced into the passport application procedure for first time adult applicants and for those adults seeking to replace a lost/stolen passport. Adult applicants in these categories will be required to submit the following additional evidence in support of their passport application.

- a completed and suitably witnessed passport application form and four photographs, two of which must be signed and stamped by an approved witness; Police Officer, Member of Clergy, Lawyer, Medical Doctor, Bank Manager / Assistant Bank Manager, Elected Public Representative, Commissioner for Oaths, Peace Commissioner, School Principal / Vice Principal or Accountant.
- the long form birth certificate of the applicant and a civil marriage certificate, if appropriate, and other evidence of entitlement to Irish citizenship, where applicable;
- additional form of photo-identification, e.g. copy of driving licence, work ID; student card; social club membership; passport from another country etc.;
- documentary evidence to show use of name, e.g. original payslips; records of unemployment or disability payment; bank statement; college registration etc. (photocopies not accepted);
- evidence of residency at the application address, e.g. utility bills; original official correspondence from public or private sector etc. (photocopies not accepted).

In addition, applicants may also be required to provide further information and/or attend for interview at one of the Department's offices, Embassies or Consulates.

It should be noted that it will not be possible to expedite any application in these categories.

PASSPORT REMINDER SERVICE

The Passport Reminder Service is a service which will send you a reminder by e-mail three months before your passport is due to expire. You can register for this service on www.passport.ie

THE FOLLOWING NOTES SHOULD BE READ BEFORE COMPLETING THE APPLICATION FORM.

Further information on passport matters is available on www.passport.ie

NOTE 1: TYPE OF PASSPORT REQUIRED (SECTION 1)

It is important to mark an 'X' in the relevant box to denote your choice of Passport Service and Payment Method. If you overlook this detail on your form, payment of the fee cannot be taken by the Passport Office or Embassy thereby delaying the processing of your application.

It is important to ensure that the correct fees are paid in respect of the requested passport service. You should check with your nearest Passport Office/Embassy/Consulate, at the time of your application, the payable passport fees, local currency equivalent, etc. Details of passport fees are also available on our website www.passport.ie. The payment of the wrong fee will delay your application. Cheques should be made payable to "Embassy of Ireland". The large passport has 66 pages and is available for use to frequent travellers who are likely to need a greater number of pages for visas, entry stamps etc.

Payment method (tick the relevant box on the form)

Passport Express applications: (this box should only be ticked by persons using this service in Northern Ireland or participating Post Offices in the UK)

This service is available through participating Post Offices (list available on www.passport.ie). Pay the passport fee directly at the Post Office. Do not enter credit/debit card details on your form if applying by Passport Express.

Standard Post or Public Office:

By cheque, bank draft, money order or postal order made payable to "Embassy of Ireland".

By Credit/Debit Card

If more than one application is submitted in the same envelope (e.g. family applications) credit/debit card details and the total fee due should only be entered on one application form.

Please ensure that the cardholder has signed the authorisation portion on the form, including the **card expiry date** before submitting your application. It is important that the card expiry date is entered in Section 1 of the form.

Laser - only 19 digit cards can be accepted.

Credit Cards - only the 16 digits which appear on the front of these cards should be entered on the form. We do not require the 3 digit security code which appears on the reverse of these cards.

The Passport Office reserves the right to charge your card with the correct amount for the service requested where an incorrect amount has been entered on the form.

Cash can be accepted for applications made at the Embassy/Consulate. Cash should not be sent through the post/mail.

NOTE 2: APPLICANT DETAILS (SECTION 2)

Parts A, B and C of Section 2 **must** be completed.

Titles

Titles such as Mr, Mrs, Ms, Rev, Sr, Dr, etc. are not entered on passports and should not be included on the application form or signature box.

Part A:

Name to appear on the Passport

Complete Part A in the name by which you are normally known. Enter forenames 1 and 2 (if applicable) in the order as indicated on the form.

ON-LINE TRACKING

You may track the progress of your application on our website www.passport.ie. You will need to keep a record of the eleven-digit application number on your form for this purpose. Information on the status of your application will only be available on the tracking system once processing begins in the Dublin Office.

If the name by which you are now known differs from the version entered on your birth certificate or most recent passport, other than by civil marriage, civil partnership or adoption, you will be required to produce documentary evidence of the constant use of that name for at least two years. It will be necessary to produce examples of such usage, e.g. tax/social welfare documents, bank statements, driving licence and insurance details, medical/PPSN cards, school registration/reports, etc.

A passport may be issued in the married name of the applicant on production of a civil marriage certificate. Church certificates will not be accepted.

Part B:

Name on Birth Certificate

Part B must be completed whether or not the birth certificate name is to be recorded on the passport. Enter forenames 1, 2, 3 and 4 (if applicable) in the order they appear on your birth certificate.

Applicants are advised that difficulties may arise, for example, when an application is being made for visas or work permits abroad, where the name on the passport is not exactly the same as that on the birth certificate or, where relevant, the marriage certificate. To minimise these difficulties with name changes, applicants may choose to have their birth certificate name entered on the observation page of the passport. To exercise this option place an 'X' in the YES box in Section 2 and enclose your long form birth certificate. If you do not require this, place 'X' in the NO box.

You can obtain details of where to apply for an Irish birth certificate at www.groireland.ie or www.groni.gov.uk (for persons born in Northern Ireland)

Part C:

Date of Birth, Gender, PPSN, Birth Surname of Mother

Date of Birth

Enter date of birth in the DD (day), MM (month), Year (YYYY) format outlined below:

- 7th March 1979 should be entered as 07031979

- 25th October 2003 should be entered as 25102003

Gender

Place 'X' in the appropriate box.

PPSN (Personal Public Service Number) (formerly known as PRSI number)

This may be left blank as it is only required from persons living in the State.

Birth Surname of Mother

The surname of your mother as stated on her birth certificate must be entered.

NOTE 3: CITIZENSHIP (SECTION 3)

Evidence of citizenship must always be submitted with each application. If you are renewing your passport (and making no changes) you need only submit your most recent Irish passport. Renewal applications for children must always be accompanied by the child's civil birth certificate **and** his/her previous passport.

County of birth (or country if born abroad)

- If born on the island of Ireland please enter your **COUNTY** of birth, e.g. Mayo, Antrim, etc
- If born outside Ireland please enter your **COUNTRY** of birth, e.g. United States, Portugal, etc.

You must then indicate your citizenship category by ticking **ONE BOX ONLY** in Parts A, B or C.

CITIZENSHIP CATEGORY

Part A:

Born in Ireland

Place an 'X' in this box if you were born in Ireland.

If born in Ireland on or before 31 December 2004

If applying for the first time, enclose your long form birth certificate - [the version of your civil birth certificate which contains the name(s) of your parent(s)].

If born in Ireland on or after 1 January 2005

Arising from the entry into force of the Irish Nationality and Citizenship Act 2004, the Irish citizenship entitlement of every person born on the island of Ireland on or after 1 January 2005 is governed by the citizenship of the person's parents at the time of the person's birth or the residency history of one of the parents prior to the birth.

If born in Ireland on or after 1 January 2005 - the following documentation must be submitted:

(i) Where a parent is an Irish citizen or entitled to be an Irish citizen Documents:

- The child's long form birth certificate
- The long form birth certificate or Irish Passport of that parent.

(ii) Where a parent is a British citizen Documents:

- The child's long form birth certificate
- The British Passport of that parent

(iii) Where a parent is a national of any other EU Member State, an EEA Agreement State or of the Swiss Confederation Documents:

- the child's long form birth certificate
- the passport or national identity card of that parent
- a **completed Declaration Form A**. At least one parent must have resided in Ireland for 3 of the 4 years preceding the child's birth. This is a sworn statement by that parent detailing the period(s) of lawful residence on the island of Ireland. This form must be supported by evidence of residence such as tax records (P60, P45, P35L certificates), record of social welfare benefits, rent or lease/payments and payslips for the periods in respect of the application.

Form A is available from the Passport Office or may be downloaded from www.passport.ie

(iv) Where a parent is a national other than an EU/EEA/Swiss national

The child will qualify for Irish citizenship if at least one parent has legally resided in Ireland for 3 of the 4 years preceding the child's birth. In such applications, the following documentation and proofs of lawful residency will be required:

Documents:

- the child's long form birth certificate
- the parent must provide a detailed statement outlining his/her claimed periods of lawful residence
- the passport(s) of the parent with the relevant proofs of lawful residence
- registration cards issued by the Garda National Immigration Bureau

It should be noted that those periods of unlawful residence, periods of residence which were for the sole purpose of having an application for refugee status determined, periods of residence where permission was granted for the purposes of study or where one parent was at the time of the birth of the child entitled to diplomatic immunity in the State are excluded from the determination of periods of reckonable residence.

(v) Where a parent is a national other than an EU/EEA/Swiss national and has been granted Refugee Status in the State prior to the birth of the child the following documentation will be required:

Documents:

- the child's long form birth certificate
- the passport(s) or travel document of the parent
- the **original** letter from the Department of Justice and Equality declaring the parent to be a refugee
- registration cards issued by the Garda National Immigration Bureau

(vi) Where a parent is a national other than an EU/EEA/Swiss national but who is entitled under the immigration laws of the United Kingdom to reside in Northern Ireland without any restriction on his or her period of residence, the following documentation will be required:

- the child's long form birth certificate
- the passport(s) of the parent containing the relevant permission to remain in the UK without any restriction

Part B: Born abroad to a parent born in Ireland

If you are applying for the first time you must submit your long form birth certificate and that of your Irish-born parent. Your parents' civil marriage certificate, if applicable, should be submitted.

Please ensure that details of your Irish born parent are provided in the spaces in Part B.

Part C: Naturalisation, Foreign Birth Registration and Post Nuptial Citizenship (Tick ONE box only)

If you are applying for the first time, enclose your Certificate of Naturalisation/Foreign Birth Registration/Post Nuptial Citizenship along with your long form birth certificate and, if applicable, your civil marriage certificate.

Born abroad and adopted under Irish law by an Irish citizen

If you are applying for the first time, enclose your certificate of entry in the Adoption Authority of Ireland's Register of Foreign Adoptions plus full documentary evidence (birth/marriage certificates, Irish passport) that establishes the Irish citizenship of an adoptive parent at the time of adoption.

More detailed information in regard to Irish citizenship matters relating to passports is available on our website www.passport.ie

NOTE 4: CONTACT DETAILS (SECTION 4)

Clearly print your name and the full postal address including postcode /zipcode (if applicable).

It is important to include phone numbers and an e-mail address in the event that it is necessary to contact you about your application.

Also enter your home address if it is different to the stated postal address. Please note that, in many countries, P.O. Box number addresses are not accepted as delivery addresses.

NOTE 5: PREVIOUS IRISH PASSPORT (SECTION 5)

Mark 'X', as appropriate, to indicate whether or not you previously held an Irish passport. If "Yes", enter the number of your most recent Irish passport. This passport must be submitted for cancellation. Your cancelled passport will be returned to you.

It is important to declare that you had a previous Irish passport even if you do not have the passport itself or the passport number. Failure to do so will be detected and queried by the Passport Office.

If your most recent Irish passport is lost/misplaced, stolen or damaged, you must complete Section 6 - **Statement of Loss or Damage** - of the application form and have it witnessed by the same person that witnesses Section 9 of your application. Full evidence of Irish citizenship must be submitted where the last issued passport has not been submitted. (See "Changes To Certain Passport Application Procedures" on page 1 of these notes)

In all cases where the passport renewal is for a child, the child's long form birth certificate must be submitted as well as the child's last issued passport.

NOTE 6: STATEMENT OF LOSS OR DAMAGE (SECTION 6)

A passport is a valuable document. Its loss, theft or damage is viewed by the Passport Office as a serious matter and should be reported by completing this section. An explanation of the circumstances of its loss or theft or damage should be given and should be reported to the local police and a record of the loss obtained, where possible. In all cases, Section 6 must be witnessed and stamped by the same person that witnesses Section 9 of your application.

The loss of two or more passports will mean that the period of validity of your next passport may be restricted.

All passports which have been reported to the Passport Office as Lost or Stolen are invalidated for travel and are reported to the relevant international authorities. Do NOT, under any circumstances, attempt to travel on a passport that has previously been reported as lost or stolen. Such passports should be returned to the Passport Office, Embassy or Consulate for cancellation.

The "Damaged" box should be used to indicate that a passport has been damaged rendering it unusable for travel. The reason for this damage should be explained in the space provided in this section. The damaged passport must be submitted with your application to the Passport Office, Embassy or Consulate. You must also submit evidence of Irish citizenship with your application.

See "Changes to Certain Passport Application procedures" on Page 1 and also "Note 3: Citizenship" on page 2.

NOTE 7: CONSENT OF PARENTS OR GUARDIANS (SECTION 7)

The consent of all guardian(s) is required under Section 14 of the Passports Act, 2008, in respect of passport applications for each child under 18 years of age. The 'Applicant Name' in Section 7 should match the name to appear on the passport. Accordingly, Section 7 of the application form must be fully completed and signed in the presence of a listed witness. The witness must also sign this section and provide contact details in the event that consent verification is required by the Passport Office. They should also affix their official stamp in the space provided.

The general consent requirements for children are set out below. More details are available on our website www.passport.ie.

Where parents are married

The written witnessed consent of both parents is required. This requirement remains valid in the event that the married parents separate or divorce. However, if one parent is unwilling or unavailable to give consent, a court order is required. Contact the Passport Office, Embassy or Consulate for further information.

Where the parents were married and one is deceased

The written witnessed consent of the surviving parent and the death certificate of the deceased parent is required together with an affidavit (Form AFF1 available at www.passport.ie or from the Passport Office, Embassy or Consulate) in which the surviving parent swears that s/he is the sole guardian of the child. This affidavit must be completed in the presence of a Solicitor/Commissioner for Oaths.

Where the parents were never married to each other

The written witnessed consent of both parents may be submitted. In cases where solely the mother is named on the birth certificate, the written witnessed consent of the mother is required together with the sworn affidavit form AFF1. This must be completed in the presence of a Solicitor/Commissioner for Oaths whereby the mother swears that she is the sole legal guardian of the child. (Form AFF1 available at www.passport.ie, or from the Passport Office, Embassy or Consulate).

Non-parental guardianship

In all applications the guardianship of the child must be clearly established. There will be situations where a child may be in the care of persons other than his/her parents e.g. a family relative or in the care of Government Agencies. It is recommended that the carers should contact the Passport Office, Embassy or Consulate for information and advice.

NOTE 8: DECLARATION BY APPLICANT (SECTION 8)

The box on the left hand side must contain the normal signature of any applicant aged 7 and over. The signature is captured from the form and is engraved in the passport. To assist this process, please:

- (i) keep all your signature **within** the white signature box on the left hand side;
- (ii) write your signature clearly using black ink;

(iii) do not enter any titles i.e. Mr., Ms. Dr. etc

(iv) the Passport Office recommends that the signature of the passport holder should reflect the name on the passport to avoid difficulties when travelling internationally.

In the case of children who cannot sign their name, the parent's or guardian's own signature should appear in the right hand signature box marked "If the applicant is unable to sign a parent/guardian should sign his/her own name in the box below".

However, the child must be present when this is witnessed by the listed professional to ensure that the identification process is completed correctly. Section 8 must be signed in the presence of the listed professional that witnesses Section 9.

NOTE 9: CERTIFICATE OF IDENTITY (SECTION 9)

This section must be completed by a member of one of the listed professions who must certify that s/he is satisfied as to your identity and that the four photographs submitted are a true likeness of you. The witness must sign and stamp the back of **two** of your photographs and insert the form number displayed in Section 9 of the application form on those photographs.

To assist the listed professional, an applicant should present some form of photographic ID in respect of his/her own (or his/her children's) applications as the production of a birth certificate alone may not always be accepted.

In some cases, an applicant may be asked to attend the Passport Office or Embassy/Consulate for identity verification purposes or provide photographic identity (work photo ID, driving licence etc) to support the certification of his/her photographs.

OFFENCES

The Passports Act 2008 provides for offences and penalties, ranging from fines of €10,000 to terms of imprisonment up to 10 years, for the misuse or abuse of passports. Offences include the known provision of false or misleading information in respect of a passport application; the possession, control, use or attempted use of a false passport; sale, wilful damage or destruction of a passport; and making or possession of materials to make a false passport.

The Act also makes it an offence for a young person to use a passport which was not issued to him/her to gain entry to a licensed premises.

Embassy/Consular and Passport Office Details

Northern Ireland applications only -

The Passport Office recommends the use of the Express Passport Service.

If applying by the Express Passport Service, hand in this application along with supporting documentation at your post office branch. (List of participating post offices is available on www.passport.ie).

If applying by regular post send to -

Passport Office
P.O. Box 9718
Balbriggan
Co. Dublin

Northern Ireland applicants may contact the Passport Office on
LoCall 0845 8504321.

All other applicants resident outside of Ireland should submit their application to their nearest Embassy/Consulate.

Contact details for Embassies/Consulates is available at www.passport.ie

Embassy / Consulate stamp



PASSPORT PHOTOGRAPH GUIDELINES

NOTE: Poor photo quality is the most common reason for the rejection of applications. Please read these notes carefully to ensure that your photos comply fully with the requirements.

SIZE

Four identical photographs must be submitted, no more than six months old, to ensure an up to date likeness. Two of these photos should be signed and stamped by the same person who witnesses Section 9 of the application form.

They should be 45 – 50mm in height and 35 – 38mm in width. They should show a close up of your face and the top of your shoulders so that your face takes up between 70% and 80% of the frame.

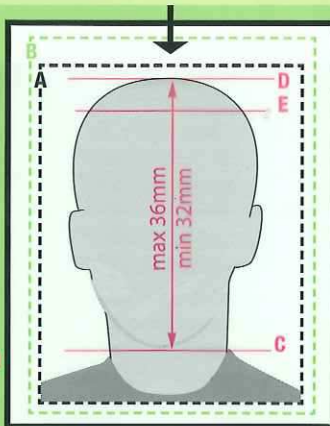
PHOTOGRAPH CHECK

- (A.) **Minimum photograph size** 35mm x 45mm
- (B.) **Maximum photograph size** 38mm x 50mm

To check the facial dimensions place the photograph under the plastic template below.

1. Place your photograph under the plastic template.

2. Exactly align the base of the chin with line C.



3. Check that your head height (top of your crown through the hairline) falls between lines D and E.

POSE

The head should be centred in the image. A frontal pose looking directly at the camera and showing full face must be used and should, preferably, be taken against a plain white or cream background. There should be **marked contrast** between your facial features and the background of the photographs. Applicants with pale complexions and /or light hair colour may use a darker background. Rotation or tilting of the head either in an up/down or left /right direction must be avoided. Your facial features from bottom of chin to top of forehead must be clearly shown.

EXPRESSION

The expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Contrived expressions such as raised eyebrows, squinting or frowning are not acceptable.

GLASSES, HEAD COVERS AND CLOTHING

If glasses are worn they should be of clear glass so that the eyes are clearly visible. Only head coverings worn for religious reasons are permitted. Head bands are NOT allowed. Uniforms, civil or military, (e.g. showing epaulettes, insignia, etc) should not be worn.

INFANTS

Infants or very small children who are unable to support themselves should be photographed lying down. Hands, arms, etc. used to support the child should not be visible.

LIGHTING & FOCUS

The photograph must be in sharp focus and correctly exposed. There should be no shadows or glare on the image or background. The photograph must have a good colour balance, natural flesh tones and no 'Red Eye'.

PHOTOGRAPH QUALITY

Your photograph will be digitally printed onto the passport in black and white. We would recommend that black and white photographs are submitted, though colour is also acceptable. Photos submitted must be printed on high quality paper, at a high resolution and with no ink marks or creases. If a digital camera is used, photographs must be printed on photo-quality paper. Reverse of photograph must be white and unglazed.

FURTHER INFORMATION

For further passport and photographic information visit our website at:

www.passport.ie

IMPORTANT NOTICE

PHOTOGRAPHS WHICH DO NOT MEET THE ABOVE STANDARDS WILL **NOT** BE ACCEPTED AND THIS WILL DELAY THE ISSUE OF YOUR PASSPORT

PERSONS WITH DISABILITIES WHO CANNOT COMPLY WITH ANY OF THE ABOVE REQUIREMENTS SHOULD CONTACT THE PASSPORT OFFICE FOR FURTHER ADVICE.



1a

Image too dark.



1b

Image too bright.
Red eye.



1c

Image blurred.
Ink marks.



1d

Image correctly lit.
In focus, no marks.



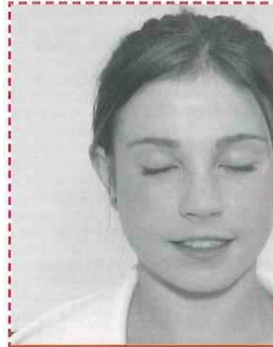
2a

Head and eyes facing away.



2b

Mouth open.
Head tilted.



2c

Eyes closed.
Image not centred.



2d

Neutral expression, centred.
Looking at camera.



3a

Shadow behind head.



3b

Head covering.
Background not plain.



3c

Too close. Part of image
outside frame.



3d

Plain background, full image
in frame, head not covered.



4a

Too far away.



4b

Hands in foreground.
Face in background.



4c

Unnatural skin tones.



4d

Natural skin tone, correct
size in frame, no hands.



5a

Dark glasses, uniform.



5b

Frames across eyes.



5c

Reflection on lens.



5d

Good.

