**Completing the AVATS application form**

When you enter the Online Visa Application facility you will need to confirm that you have read all

information on visas including the data protection and privacy policy. This service is available only in English and all questions must be answered in English. A number of fields are mandatory and you will not be able to continue with your application until you have entered information in these fields.

Page 1: Type of Visa

1. What type of visa are you applying for – Short Stay (C) or Long Stay (D).
2. Select Single or Multi entry visa
3. Select the Reason for Travel. If your reason for travel is not listed in the dropdown menu, you should select ‘Other’
4. You should then briefly outline the exact reason in the next field ‘Purpose of Travel’, this field may also be used to provide additional information for any option you choose.
5. You should then select the Type of Passport you hold and Passport Number
6. Now enter the proposed dates on which you intend to enter and depart Ireland. If you are applying for a long-term visa, you may not have a departure date, so you may leave the ‘To’ field blank.

Click on the ‘Save and Continue’ button to take you to the next screen.

Page 2

1. Enter your Surname, Forename, and any other name(s) (e.g. maiden name or name

at birth).

1. Enter your Date of Birth should be in the format ddmmyyyy
2. Select your gender by ticking the appropriate box
3. Select your Country of Birth from the list provided
4. Select your country of Nationality. For Nationality you should select the country for

which you hold a passport.

1. For current location you should select the country in which you are currently residing.
2. A full address is required (a Post Office Box address is not sufficient). Only your current address is required here and you may use up to 4 lines to enter details
3. Provide a telephone number and your email address.

Click on the ‘Save and Continue’ button.

Page 3

At this point your unique visa reference number will be generated at the top of the page. Once you have this number you can save your application, exit this process at any stage, and return to complete your application within 30 days.

1. Enter the length of residence in your present country (Years and months)
2. Confirm whether you have permission to return to that country after your stay in Ireland (Yes/No)
3. Confirm whether you have applied for an Irish visa before (Yes/No) and if yes, the location of the visa or application number.
4. Confirm whether you have been issued an Irish visa before (Yes/No) and if yes, the location of the visa or application number.
5. Confirm whether you have been refused an Irish visa before (Yes/No) and if yes, the location of the visa or application number.
6. Confirm whether you have ever been in Ireland before (Yes/No) and if yes, provide details of the purpose of your trip as well as your PPS number and department of justice reference number if applicable. If your previous stay in Ireland was a short trip you may not have any of these details and you can leave these fields blank
7. Confirm whether you have any family members living in Ireland (Yes/No) and if yes, the name, surname, date of birth, relationship and department of justice reference number. This includes extended family members such as aunts, uncles, cousins, grandchildren, grandparents, in-laws
8. Confirm whether you have ever been refused permission to enter Ireland before (Yes/No)
9. Confirm whether you have ever been notified of a deportation order to leave Ireland (Yes/No)
10. Confirm whether you have ever been refused a visa to another country (Yes/No)
11. Confirm whether you have been refused entry to, deported from, or otherwise required to leave another country? (Yes/No)
12. Confirm whether you have any convictions in any country (Yes/No) If yes, provide details of your conviction, where and when you were conviction and any sentence you received.

Page 4: Passport Details

1. State where your passport or Travel Document was issued, and give the date of issue and expiry;
2. State where your Passport or Travel Document was issued.
3. Confirm whether this is your first passport or travel document. If this is not your first passport you must tick ‘No’ in answer to the next question. You will then be presented with further questions regarding previous passports – the same details as before are required – number, issuing authority and dates of issue and expiry

Click on the Save and Continue button

Page 5: Employment/College Details

1. Confirm whether you are currently employed (Yes/No) and if yes provide details of your current employer, duration of employment, position held, work address and your employer’s business telephone number an email address
2. Confirm whether you are currently a student (Yes/No) and if yes provide details of your school/college

Click on the Save and Continue button

Page 6: Travelling with others

1. Confirm whether you will be travelling with any other person – business colleague, family member, or as part of a group. If you answer ‘Yes’ you will be asked to provide the name of the person(s) and state their relationship (if any) to you. If you are part of a group, please give the name of the group leader

Click on Save and Continue button

Page 7: Contact/Host in Ireland

1. Confirm the name and address of the accommodation at which you will stay during your visit (or in the business/college address is business or study is the purpose of your visit);
2. Confirm whether the host is personally known to you and if yes, give their surname, forename, country of nationality, occupation, their relationship to you, and their Department of Justice Reference Number (if a non-EEA/Swiss national). If you answer ‘No’, please give the surname and forename of the person you have had contact with in the company/college/organisation

Click Save and Continue button

Page 8: Your Family

1. Select from the drop-down menu whether you are Single, Married/in a Civil Partnership,

Widowed, Divorced, Separated, have a de-facto Partner.

If you have a spouse or partner, provide their details including their surname, forename, any other name, date of birth, passport number, and indicate whether they will be travelling with you. If they are travelling with you, confirm whether they have they their own passport or are they named on your passport.

1. Confirm whether you have any dependent children

If you do have dependent children, enter the number, and provide their names, forenames, date of birth, gender and nationality and indicate whether they will be travelling with you. If they are travelling with you, confirm whether they have they their own passport or are they named on your passport.

If you have more than 6 dependent children, please provide additional details on a separate sheet

and include with your supporting documentation

Click Save and Continue button

Page 9: Agent

For most categories of visa applications, you will now have reached your last question which asks if

you have received assistance from an Agent/Agency in completing this online application.

Note: For other categories of visa applications, such as Employment and Study, there are some more

questions specific to these categories.

Page 10: Declaration

When you have completed all questions you will be presented with a Declaration which you must

Read. If you agree with the content of this Declaration you need to tick the box to confirm this.