

**17<sup>th</sup> December 2021: Document List for Afghan Admission Programme**

Any documents that are not in English need to be translated by an official translator.

If your family are sending you copies of documents from Afghanistan, they must get the copy of the document stamped by a lawyer, notary public, commissioner for oaths or someone from the Red Cross, UNHCR or IOM. The person stamping the document must write “True copy of the original”, their name, address and profession on the document, and must stamp it with their office stamp.

If you are sending the application by **email** the department want you to send **certified copies**. This means that the documents must be stamped by a solicitor who must write “true copy of the original” on the document. If you are sending the application by **post** the documents can be **originals** or **certified copies**.

You may not be able to get all of these documents or they may not apply to your application. Please try to get as many of the below documents as possible and we will discuss the exact requirements with you in detail.

<b>Documents showing your identity and your immigration permission in Ireland:</b>	
Documents relating to you:	Passport National ID card GNIB Card Naturalisation Certificate Minister’s letter/Immigration Permission Letter Birth Certificate
<b>Documents showing your income; how you will pay for your family members to come to Ireland and how you will support them when they are here</b>	
If you are working, you will need:	Letter from your employer Your employment detail summary 12 months bank statements 12 months payslips Tax Self assessment (if self-employed) Proof of business ownership (if you own a business) Tax Clearance Certificate (please set up an account on MyRevenue.ie)
If you receive a social welfare payment, you will need:	A letter from the Social Welfare Office showing all the payments you have received in the last 12 months 12 months bank statements Tax Clearance Certificate
If someone will offer your family member a job when they come to Ireland	A letter from the employer saying what job they will offer your family member and how much the job will pay

If your family member has a good chance of getting a job when they come to Ireland	A copy of any qualifications that your family member has completed
<b>Information about how you will pay for your family members to come to Ireland</b>	
If you will be paying for the flights:	Bank statement showing savings for the flights Letter from a bank or credit union showing that they will give you a loan for the amount of money that you need
If your family member will be paying for their own flights	Bank statement showing that they have the money to pay for their own flights
If someone else will be paying for the flights	A letter from the person who will pay for the flights stating: how much they are willing to pay, where they will get the money from, whether the money is a loan or a gift, if it is a loan, when it needs to be repaid and what the interest payments will be and how they know you A bank statement or other document showing where they will get the money from.
<b>Accommodation documents</b>	
Information about where your family members are going to stay when they come to Ireland:	<p>If your family will stay with you, and you are renting or in a local authority house, you must get a letter from your landlord or from the Council saying:</p> <ol style="list-style-type: none"> <li>1. you have permission for your family members to live in the property with you and with anyone else who lives in the house;</li> <li>2. the maximum number of people who are allowed to live in the house;</li> <li>3. permission for each of your family members to live there, listing their names;</li> <li>4. that the permission is valid for 12 months;</li> <li>5. any other conditions set by the landlord or local authority;</li> <li>6. the full name, business address and phone number of the person giving the permission;</li> <li>7. their signature and the date of signature;</li> <li>8. the full address of the property including the Eircode.</li> </ol> <p>If your family members are going to live in a different house or in different accommodation, you must get a letter from the person who owns that accommodation <u>including all of the points above.</u></p> <p>If you own your own house, you will need proof that you own your house and how much space you have.</p>
<b>Documents about the family members that you are applying for</b>	
Written consent to you making the application	A letter from the person you are applying for saying that they agree for you to make the application for them and to give their information to the Department of Justice
Identity Documents for your family members	3 recent passport photos Passports National ID card

	Tazkhira Employment ID card Student ID card Employment Contract Payslips
Proof of how your family members are related to you	Birth certificate Adoption/Guardianship documents Marriage certificate Family book Divorce certificate Written consent from adult who is taking care of a child permitting child to travel and live with you Colour copy of ID showing photo and signature of adult
Any documents to show why your family member is at risk	Medical records Proofs of working for previous Government/UN agency/NGO Any relevant news reports

You can find the full details of the documents required in the [Guidance Note](#) issued by the [Department of Justice](#).