

Community Sponsorship Resource

Quick Guide to Administrative Supports

An overview for when the family arrives



PPS
NUMBERS

Tip:
It's a great idea to research all these applications in advance and gather all the forms the family will need before they arrive.

BOOK THIS APPOINTMENT AS SOON AS POSSIBLE, IN ADVANCE OF FAMILY'S ARRIVAL

IRISH RESIDENCE PERMIT (IRP)

APPLY FOR SUPPLEMENTARY WELFARE ALLOWANCE, JOB SEEKERS ALLOWANCE, ETC.

BANK ACCOUNT

BRING TRAVEL DOCUMENT + EXTRA PROOF OF ADDRESS (E.G. MYGOV REVENUE REGISTRATION LETTER)

YOU'LL NEED A PPSN & IRP FOR THIS

HAP APPLICATION (2 stages)

Tip:
Contact your social welfare officer, local authority housing office or your RSO if you have any questions or are unsure.

YOU'LL NEED TO SHOW PROOF OF A WELFARE PAYMENT

OTHER SUPPORTS - CHILD BENEFIT ETC COME THROUGH

REGISTER WITH GP, DENTIST, ETC.

APPLY FOR MEDICAL CARD

YOU'LL NEED A PPSN & IRP FOR THIS

List of Steps

Please note that this order is merely indicative and will vary according to the family and circumstances.

1. Apply for PPS Numbers (Where? *PPSN Allocation Centre, e.g. Intreo*)
2. Apply for Irish Residence Permits (Where? *Garda District HQ (outside Dublin)*)
3. Set up bank account
4. **Once the family have PPS numbers:** Apply for Supplementary Welfare Allowance, Job Seekers Allowance, Child Benefit and other benefits that the family is eligible for (Where? *Intreo/Social Welfare Office*)
5. **ASAP/Once Supplementary Welfare Allowance payment has come through:** Apply for HAP: (a) First, apply to be added to the Local Authority Housing List; and (b) once approved, apply for Housing Assistance Payment
6. Apply for Medical Card, register with GP, dentist, etc.

More information: www.citizensinformation.ie