[Full Name],

Address Line 1,

Address Line 2,

Address Line 3.

[DATE]

Unit C –Domestic Residence and Permissions Division  
Immigration Service Delivery  
Department of Justice  
13-14 Burgh Quay  
Dublin 2  
DO2 XK70

Request for change of immigration stamp to Stamp 4

Immigration Ref No.:

Dear Sir/Madam,

I am writing to you to request a change of my immigration stamp from a Stamp 2 to a Stamp 4. I am a Brazilian national and I entered the State as a dependent of my father [FULL NAME]. My father is a registered nurse who recently naturalised as an Irish citizen. I live with my father and our family in our home at the address above.

Please find enclosed:

1. Copy of my passport;
2. Copy of my residence permit;
3. Copy of my birth certificate and a translation;
4. Letter from my school confirming that I’m enrolled;
5. Evidence of my private medical insurance;
6. Two x passport-sized photographs;
7. Copy of my father’s naturalisation certificate;
8. Copy of my father’s most recent payslip;
9. Copy of utility bill;
10. Copy of my mother’s Residence Permit;

If you need any additional documents, please let me know.

Yours faithfully,

NAME