[YOUR NAME AND ADDRESS]

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Travel Document Section

Ministerial Decisions Unit

Repatriation Division

INIS,

Department of Justice and Equality,

13/14 Burgh Quay,

Dublin 2

[DATE]

**Re: Application for Travel Document**

Person ID No.: \_\_\_\_\_\_\_

Reference No.: \_\_\_\_\_\_\_

Dear Sir/Madam,

My name is XXX, a XXX national resident in the state on a stamp 4 basis, having been granted temporary leave to remain on [*DATE*] (please see **enclosed** ministerial decision letter). I am writing to you in order to apply for a temporary travel document, because I have to date been unable to obtain a passport.

I have made numerous attempts to obtain a national passport. I made an application for a passport with the XXX embassy in YYY, however this passport has never been sent to me (see enclosed passport receipt). I have been in contact with the XXX embassy in [*Dublin or elsewhere*] to get information on how to obtain a national passport (please see **enclosed** emails and letters). From this correspondence, I have been led to believe that I must travel to XXX in order to obtain a passport. Unfortunately I have not been in a position to travel to XXX because I did not have a passport on which to travel.

If I obtain a travel document, I will use this travel document to travel to XXX in order to apply for a passport.

Please find enclosed:

1. Copy of my ministerial decision letter, dated \_\_\_\_\_\_\_\_\_\_;
2. Copy of correspondence with the XXX Embassy in YYY, dated \_\_\_\_\_\_\_\_\_\_;
3. Certified copy of birth certificate with English translation, dated \_\_\_\_\_\_\_\_\_\_;
4. Certified copy of identity card with English translation, dated \_\_\_\_\_\_\_\_\_\_;
5. Copy of receipt for passport application, dated \_\_\_\_\_\_\_\_\_\_;
6. Copy of my current GNIB card;
7. *Any other relevant details…*

Thank you for your consideration. Please acknowledge receipt of this application.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[YOUR NAME]