



An Roinn Dlí agus Cirt  
Department of Justice

# Required Documents Reference Guide

## Applications for Irish Travel Documents

IMMIGRATION SERVICE DELIVERY

## Required Documents Reference Guide

The information included in this document should help you upload the documents we need to process your online Travel Document application.

To avoid a delay in the processing of your application, please make sure to upload the required documents when making your application.

Please note, in some cases we may need additional documentation to process an application. When this happens, we will contact you to request it.

In addition to the documents that you upload, you will need to post your original Identity Verification Form, passport photographs and Passport/ Travel Document (if applicable) to the Travel Document Section at *“Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2”*.

To see the documents you must upload to your online application form please click on the relevant link below.

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## 1. Convention Refugee Status

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter or Refugee Status declaration issued by the Ministerial Decisions Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 2. Subsidiary Protection

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter or Subsidiary Protection declaration issued by the Ministerial Decisions Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

**Letter from Embassy or High Commission** – Subsidiary Protection holders are entitled to hold and travel on a national passport. A Travel Document will only issue where a person with Subsidiary Protection is unable to obtain a national passport. Where it is safe to do so, you must contact your Embassy or High Commission to apply for a national passport. If your application is refused then you must upload a scanned copy of a letter from your Embassy or High Commission showing that they have formally refused your application for a passport or travel document (*laissez passer*). Where the Embassy is not located in the State they must confirm that there are no consular visits to the Republic of Ireland planned in the near future.

Where there is a risk of persecution and you cannot contact your Embassy or High Commission please clearly outline this.

### 3. Programme Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter issued by the Irish Refugee Protection Programme granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

### 4. Family Member of a Convention Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

### 5. Family Member of a Subsidiary Protection Holder

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service*

*Delivery, 13/14 Burgh Quay, Dublin 2*". Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 6. Family Member of a Programme Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at "*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*". You must ensure that you include your application reference number on this form.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at "*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*". Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

**Letter from Embassy or High Commission** - Where it is safe to do so, you must upload a scanned copy of a letter from your Embassy or High Commission showing that they have formally refused your application for a passport or travel document (*laissez passer*). Where the Embassy is not located in the State they must confirm that there are no consular visits to the Republic of Ireland planned in the near future.

Where there is a risk of persecution and you cannot contact your Embassy or High Commission please clearly outline this.

## 7. Other (Temporary Travel Document)

Applications for temporary travel documents may be considered in exceptional circumstances only, usually for the purpose of seeking urgent medical treatment.

**Reason for travel** – You must provide evidence of your need for urgent travel, e.g. medical letters from your doctor in the State outlining your critical condition and confirming that treatment cannot be obtained in the State.

**Photographs** – All applicants must submit four passport sized photos along with their Identity Verification Form by post to at "*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*". Two of the four photos must be signed and stamped by a member of An Garda Síochána.

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. A link to the Identity Verification Form for adults (18+) will be sent to you once you have submitted your application. This form can be downloaded and printed. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. You must ensure that you include your application reference number on this form.

**Permission Letter** – A copy of the permission letter issued by the Department of Justice granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

**Letter from Embassy or High Commission** - You must upload a scanned copy of a letter from your Embassy or High Commission showing that they have formally refused your application for a passport or travel document (*laissez passer*). Where the Embassy is not located in the State they must confirm that there are no consular visits to the Republic of Ireland planned in the near future.

## 8. Minors (under the age of 18)

In addition to the documents outlined above, minors under the age of 18 must provide the following documents:

**Permission Letter** – A copy of the permission letter issued by the Department of Justice granting you permission to reside in the State.

\*Where a child was born in the State after their parents were granted Convention Refugee Status, Subsidiary Protection or Programme Refugee status and the child is not named on the parents’ permission letter, you must submit a copy of the parents letters granting them permission to reside in the State along with a copy of the parents or guardians Irish Residence Permit cards.

**Photographs** – applicants must submit four passport sized photos along with their Identity Verification Form by post to at “*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*”. One of the four photos must be signed and stamped by a member of An Garda Síochána. One of the four photos must be signed by the minor’s school or GP.

**Birth Certificate** – Long form birth certificate which records details of minor’s birth / biological parents. Where a birth certificate cannot be provided a birth affidavit ([LINK](#)) must be submitted.

**School letter or letter from GP** – not more than one week old – from a school or GP in the State confirming applicant is enrolled and attends.

**Identity Verification and Consent of Guardians** – Travel Document applications for children under the age of 18 need the consent of all guardians (unless the child is married). All guardians need to sign the relevant part of the **Identity and Consent Form for Minors** in the presence of a member of An Garda Síochána. A link to the Identity Verification and Consent Form for minors will be sent to you once you have submitted your application. This form will need to be posted to the Travel Document Section at “*Travel Document Section, Repatriation, Immigration Service*”

*Delivery, 13/14 Burgh Quay, Dublin 2*". You must ensure that you include your application reference number on this form.

**Lone guardian** – Where a child has only one guardian they must provide either a sole parent affidavit ([LINK](#)), or a full care order.

**Where one parent is not resident in the State** – A letter of consent must be provided which has been signed and stamped by a solicitor or Commissioner of Oaths.

## 9. When your previous Travel Document was lost or stolen

In addition to the documents outlined above, when your previous Travel Document was lost or stolen you must provide these additional documents:

**Original Garda Report** or Garda Pulse ID obtained when you first reported loss/ theft.

\*Where your Travel Document was lost or stolen outside of the State, you must provide a police report.

**Evidence to show use of name** – e.g. payslips, bank statement, records of Social Welfare payments, etc.

**Evidence of residency at address shown on form** – e.g. utility bills, official correspondence from public or private bodies.

## 10. Applying from outside of the State

In addition to the documents outlined above, applicants must provide these additional documents:

**Embassy Identity Verification Form** - All applicants require an Identity Verification Form. When applying from outside of the State, this form must be witnessed at an Irish Embassy. A link to the Embassy Identity Verification Form for adults (18+) or the Embassy Identity Verification and Consent Form for Minors will be sent to you once you have submitted your application. Once completed, this form should be posted to the Travel Document Section at "*Travel Document Section, Repatriation, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2*".

## 11. Applications submitted by a legal/NGO representative

If you use a legal/NGO representative to submit your application, they must submit a letter of authority.

