



# Start-up Entrepreneur Programme Application Form

## Who is this form for?

You should use this application form if:

- You wish to apply for residence status in Ireland under the Start-up Entrepreneur Programme (please tick 1 box only) -
  - For myself only
  - For myself and dependant status for my family. How many family members (excluding main applicant) are included in this application? \_\_\_\_\_

## How to complete this form:

- Please fill in your responses in block capitals and place a tick in the relevant box when required
- You must complete all sections of this form fully or your application will not be processed
- You must read, sign and date the data privacy notice on page 3 at **X**
- You must read, sign and date the declaration Section 6 at **X**
- If a legal representative is submitting this form for you, you must sign the authorisation form Section 6 at **X**
- You must pay the €350 fee by electronic funds transfer. This fee is non-refundable. Please ensure you write 'STEP' and your passport number in the 'Reason for Payment' and/or 'Reference' section. The Department's bank account details are:  
BIC: BOFIE2D  
IBAN: IE65BOFI90001782492191  
Name of Account: Department of Justice  
Bank name: Bank of Ireland  
Bank address: 2 College Green, Dublin 2

## Where to send your completed application form and supporting documents:

You must email your completed application form and supporting documents to:

[iip&stepapplications@justice.ie](mailto:iip&stepapplications@justice.ie)

If you have any queries please contact: [startup@justice.ie](mailto:startup@justice.ie)

## Data privacy notice

### Data privacy notice

1. The data you provide in this form is collected by the Irish Naturalisation and Immigration Service (INIS) of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: Start-up Unit, Irish Naturalisation and Immigration Service (INIS), Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.

2. You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)

3. We will use the personal data you provide in this form for the following purposes:

- a) Assessing your eligibility for the Start-up Entrepreneur Programme (STEP)
- b) Verifying your identity
- c) We may use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status

4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:

- a) We are obliged to collect and process this data in order to assess your eligibility for Start-up Entrepreneur Programme (STEP) and if you are successful, we will grant you Stamp 1 immigration permission.
- b) We are obliged to collect and process this data in order to perform a task which fulfils an important public interest. The public interest includes ensuring the effective and efficient operation of the immigration services of Ireland

5. The personal data provided in your application will be stored securely in INIS's databases. It may be shared, if necessary, with the following third parties:

1. Government departments and agencies including the Irish revenue authorities
2. With other jurisdictions in accordance with the OECD common reporting standards CRS – your name, date of birth, address, TIN (tax identification number) and country of tax residence will be shared.

6. Your data may be retained until INIS can be sure that you will have no further contact with the Irish immigration services. This is an indeterminate period as your immigration history in the State may span

your lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

7. The personal data you provide in this form is necessary for us to determine if you meet the criteria for the Programme. If you do not provide this data, we cannot process your application.

8. You have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or from any Department of Justice Public Office, and forwarding it to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the Department of Justice Data Protection Officer at the address below. You may be required to verify your identity before we send the information to you.

9. You have the right to ask us to correct any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Start-up Unit, Irish Naturalisation and Immigration Service, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be corrected or erased or your reasons for seeking the restriction of, or objecting to, the processing.

10. You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. You will find information about how to make a complaint on [www.dataprotection.ie](http://www.dataprotection.ie).

# Section 1 Applicant

## Section 1a Applicant's personal details

In this section you will need to provide some personal details about yourself.

### 1.1 Surname(s) (as shown in passport)

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### 1.2 Forename(s) (as shown in passport)

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### 1.3 Name in your own language or script

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### 1.4 Are there any other names by which you are or have been known? (✓)

Yes  No

If yes, please state names

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### 1.5 Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

### 1.6 Gender (✓)

Male  Female  Other

### 1.7 Nationality

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### 1.8 Current address

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**1.9 When did you start living at this address**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

**1.10 Have you lived at any other address in the last 5 years? (✓)**

Yes  No

**If you answered 'yes' to the above question please give the address(es) here**


**1.11 Email**

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**1.12 Current Occupation and Business Activities**

Please describe your current occupation or business activity, your position with your employer and your duties. Where you are self-employed please give details of your business.

Business Name and Address	Occupation/position with Business	Description of business activity

**1.13 Educational Achievements**

Please give details of your University Level Education.

Name of Institution	Details of Academic Awards (degree, grade etc.)	Dates of enrolment
		From <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> To <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
		From <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> To <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
		From <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> To <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>





You will need to provide details about your spouse/partner’s passport, or other travel document.

**2.8 Type of Travel Document (✓)**

National Passport                       Travel Document  
(internationally recognised)

**2.9 Document number**

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**2.10 Does your spouse/partner hold passports issued by other countries? (✓)**

Yes                                            No                     

**If yes please give details**

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**2.11 Is your spouse/partners current address the same as your current address? (✓)**

Yes                                            No                     

**If no please give details**


**2.12 When did your spouse/partner start living at this address**

D	D	/	M	M	/	Y	Y	Y	Y
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**2.13 Has your spouse/partner ever lived in Ireland? (✓)**

Yes                                            No                     

**If yes please provide Personal Public Service Number (If applicable)**

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**Section 2 b Child(ren)'s details**

In this section, you must provide details about your dependent children even if they will not come to live with you in Ireland.

Full name of child including surname	Sex	Date of Birth	Country of Residence

**Section 2 c Child 1**

**2.16 Is this person included in your application? (✓)**

Yes  No

**2.17 Surname(s) of child**

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**2.18 Forename(s) of child**

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**2.19 Date of birth**

D	D	/	M	M	/	Y	Y	Y	Y
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**2.20 Gender (✓)**

Male  Female  Other

**2.21 Nationality**

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**2.22 Current Address**


You will need to provide details about your child's passport, or other travel document if you are including her/him in this application

**2.23 Type of Travel Document (✓)**

National Passport
  Travel Document  
 (internationally recognised)

**2.24 Document number**

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**Section 2 c Child 2**

**2.25 Is this person included in your application? (✓)**

Yes  No

**2.26 Surname(s) of child**

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**2.27 Forename(s) of child**

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**2.28 Date of birth**

D	D	/	M	M	/	Y	Y	Y	Y
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**2.29 Gender (✓)**

Male
  Female
  Other

**2.30 Nationality**

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**2.31 Current Address**


You will need to provide details about your child’s passport, or other travel document if you are including her/him in this application

**2.32 Type of Travel Document (✓)**

National Passport
  Travel Document  
 (internationally recognised)



## Section 3 Start-up Business in Ireland

### 3.1. Name of Business:

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### 3.2 Type of Funding:

3.3 Own resources

3.4 A business loan

3.5 Seed funding

3.6 Grant from an Irish State Agency

### 3.7 Name of Company Director


### 3.8 Name of Company Shareholders and % of Shareholding


### 3.10 Have any persons named above been convicted of a criminal offence in any country including any conviction which is removed from official records?

Yes  No  If yes, where and when?

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## Section 4 Funding Narrative

Please outline the source of the funding you will use to support yourself in Ireland while establishing your business.

## Section 5 Character

This section should be completed in respect of you and your family members included in this application.

**5.1 Have you ever been convicted of a criminal offence in any country (including any conviction which is now removed from official records)? (✓)**

Yes  No

**5.2 Have been charged/indicted with any offence for which you have not yet been tried in court? (✓)**

Yes  No

**5.3 Have you been refused a visa or refused entry to any other country? (✓)**

Yes  No

**5.4 Have you been removed or deported from any country (including Ireland)? (✓)**

Yes  No

**5.6 Have you been excluded from or asked to leave any country (including Ireland)? (✓)**

Yes  No

**5.7 Have you ever been involved in, or been suspected of involvement in, war crimes, crimes against humanity or genocide? (✓)**

Yes  No

**5.8 Have you ever been associated with, been a member of, or given support, to a terrorist organisation, or been involved in, supported financially, or encouraged terrorist activities? (✓)**

Yes  No

**5.9 Have you any outstanding debts (including tax liabilities) to the Irish Government or any other Irish public authority? (✓)**

Yes  No

**5.10 been involved in any activity or been convicted of any offence, relating to the illegal movement of people to any country (including Ireland)? (✓)**

Yes

No

**If you answered 'yes' to any of the above questions you must state to whom it applies and give all relevant details in the additional details section below. If the matter relates to a criminal conviction, please give the nature of the offence, the sentence imposed and the dates of any period of imprisonment or other detentions. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application**

**Additional Details**



## Section 6 Declaration

- 6.1 I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any material way after it has been signed, my application may not be accepted and any residence permission issued on foot of such an application may be revoked. I may also be committing an offence and I may be prosecuted.
- 6.2 I have provided true and correct answers to the questions in this form. I have listed all my family members, including any adopted by law or by custom and understand that the non-declaration of any family members may result in that family member not being recognised as part of my family in future applications.
- 6.3 I will inform the Irish Naturalisation and Immigration Service of any relevant fact or change of circumstances that may: (i) affect the decision on my application for permission under the Start-up Entrepreneur Programme, or (ii) affect the decision to grant a permission under the Start-up Entrepreneur Programme.
- 6.4 I declare that there are no matters or warrants outstanding, or investigations of any kind, which could have any current or future effect on the assessment of my good character or the good character of any other persons included in this application.
- 6.5 I understand that the Irish Naturalisation and Immigration Service does not licence, sanction [or interact] with independent immigration advisors and that any advice I have received from such an advisor will have no bearing on the consideration of my application by the Irish Naturalisation and Immigration Service.
- 6.6 I authorise the Irish Naturalisation and Immigration Service, and any Government Agency or other party to evaluate the commercial aspects of my plan or its funding and make any enquiries it deems necessary and share this information with other Government Agencies (including overseas agencies) to the extent necessary to make decisions about my immigration status. I also consent to any organisation providing relevant information to the Irish Naturalisation and Immigration Service about me.
- 6.7 I accept that any advice given to me by INIS before submitting this application form was intended to assist me and acting on that does not mean that any later application for residence will be granted.
- 6.8 Should my residence application be approved, I understand that my residence permission will be subject to the conditions of the Start-up Entrepreneur Programme. These conditions will be that my business remains in place, do not access public funds, and comply with all laws and regulations of the Irish State.
- 6.9 I declare that the funds I have nominated in this application were lawfully earned or acquired and that I will transfer them to Ireland according to the requirements of the Start-up Entrepreneur Programme.

**Signature**

**Date of application**

X

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Full Name (in block letters)**

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## Section 7 Nomination of legal/financial representative

Applicants may nominate a legal or financial representative to communicate with the Irish Naturalisation and Immigration Service on their behalf. The nominated party must meet one of the following criteria:

- The nominee is a practicing member of the Law Society of Ireland.
- The nominee is a practicing member of a prescribed accountancy body in Ireland.
- The nominee works for a financial services company that is regulated by the Central Bank of Ireland

### 7.1 Name of Nominee

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### 7.2 Address of Nominee


### 7.3 Telephone Number of Nominee

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### 7.4 Email address of Nominee

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### 7.5 Nominee's relevant governing body membership number

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Official stamp of Nominee:

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## Section 8 Supporting document checklist

This list is not exhaustive, please refer to the Guidelines to ensure that you are providing all evidence required to support your application. See <http://www.inis.gov.ie>

### Evidence of Identity

- Certified copy of passport of applicant
- Certified copy of passport of spouse/partner (if applicable)
- Certified copy of passport of dependant children (if applicable)

### Evidence of Family Relationships (if applicable)

- Evidence of legal marriage/partnership
- Evidence of de facto relationship
- Certified birth certificates of children
- Evidence of guardianship/custody/adoption

### Evidence of funds

- Narrative explaining source of funds
- Evidence of funds available
- Evidence of source of funds

### Evidence of Business

- Business plan

### Character

- Police report for applicant
- Police report for spouse/partner/dependants aged 18-24 included in the application (if applicable)

### Application Fee

- Proof of payment of non-refundable €350

### Other Relevant Information

- C.V of applicant (2 pages maximum)
- Personal narrative of applicant (500 words maximum)