

**Reactivation Employment Permit (REP) Scheme
Temporary Immigration Permission**

**Guidelines to assist completion of the application form
Document reference: REP Guidelines**

This scheme is for non-EEA nationals who want to apply for a Reactivation Employment Permit (REP). The REP scheme is provided for under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014. This scheme allows people who were originally working in the State on employment permits which have expired to reactivate their employment permit status in the State - subject to certain criteria.

There are 3 documents associated with this scheme and you should familiarise yourself with all of these before attempting to complete the application form.

Document 1: Eligibility criteria for the scheme referenced **REP eligibility** (version last updated April 2017)

Document 2: The application form for temporary immigration permission referenced **REP application** (version last updated April 2017).

Document 3: The **REP Guidelines** listed below, containing information related to the completion of the application form (version last updated April 2017).

In order to apply for the REP, you must have entered Ireland and the labour market on foot of an employment permit but have now you have fallen out of the system through no fault of your own. This may have been due to redundancy or exploitation. You may also be a person who, due to the change in policy of the Department of Jobs, Enterprise and Innovation (DJEI), now does not qualify for a Critical Skills, General or Dependant/Partner/Spouse Employment Permit under the new Employment Permit Schemes. A full explanation of these categories is available in document 2 referenced **REP eligibility** accompanying this application.

NOTE 1: If you have never held an employment permit, you are not eligible for this permission.

NOTE 2: If you have been registered on Stamp 2 - student conditions and have never held Stamp 1 on your passport, you are not eligible for this permission.

Completed forms should be sent by post to Unit 2, Residence Division, Irish Naturalisation and Immigration Service, 13-14 Burgh Quay, Dublin 2. The Irish Naturalisation and Immigration Service (INIS) will assess the application for temporary immigration permission. If the person qualifies, INIS will issue the successful applicant with a letter allowing them to receive Stamp 1 permission for a period of four months only. Once this letter is issued, this permission must be registered with Burgh Quay Registration Office located at 13-14 Burgh Quay, Dublin 2 after which the person may then apply to the Department of Jobs, Enterprise and Innovation for a Reactivation Employment Permit.

It is important that the correct application form is completed in English in **BLOCK CAPITALS** and in black or blue ink. All mandatory sections must be completed. Incomplete applications cannot be accepted and will be returned to the applicant.

Section 1 - Initial Information

Completion of all fields within Section 1.1. is mandatory. Please enter a Department of Justice and Equality reference number which may in a Person ID number in the format "12345-12", or, in the format "69/xxxx/yy". These numbers (where available) are located on the front of your official GNIB card.

Section 1.2 does not need to be filled out if you have never used any other name in Ireland. However, if you have changed your name for any reason; e.g. on marriage or by deed poll, you must give these details.

IMPORTANT: As the applicant you must confirm and sign the declaration at the end of page 1.

Section 2 - Personal Details

Completion of all fields within this section is mandatory.

Section 3 - Applicant's immigration Details

Completion of all fields within this section is mandatory.

Section 4 - Expired employment permit details

If you have had an employment permit in the past and your employment permit and immigration permission have now expired, you should complete all parts of this section.

Section 5 - Current employment permit details

If you have a current employment permit and wish to change employer but due to the change in policy for employment permits, you are now not eligible for a General, Critical Skills or a Dependant/Partner/Spouse Employment Permit, you must complete this section (information on eligibility should be sought from Department of Jobs, Enterprise and Innovation - DJEI).

Section 6 - Proposed new employment permit details

Completion of all fields within this section is mandatory.

Section 7 - Applicant's current contact details

Completion of all fields within this section is mandatory. The address provided must be your current residential address in Ireland. A P.O. box address is not acceptable.

Section 8 - Applicant's current passport and citizenship details

Completion of all fields within this section is mandatory. Please provide details of your current passport. If you do not have a passport, you must obtain one from your national consulate or embassy before making an application under this Scheme. It will not be possible to accept and/or process your application for temporary immigration permission if you are not in possession of a national passport.

Attachments

In order to support your application, it is very important that you include the required documentation when submitting your application. Failure to include these may result in your application being rejected and returned to you unprocessed.

Disclaimer

The issue of permission under this Scheme does not guarantee that a Reactivation Employment Permit will issue. All Reactivation Employment Permit applications are considered by the Minister for Jobs, Enterprise and Innovation in line with the Employment Permits Act 2006 (as amended) and any associated Regulations in force at time of application.

Section 9 - Letter of Authority

There is no requirement for you to engage a solicitor to represent you in this application. However, if you wish to be represented by a solicitor, then INIS will need a "letter of authority" to be signed by you. This section may be used as a "letter of authority" which should be submitted with your application.

Issued by the Irish Naturalisation and Immigration Service (INIS)
Department of Justice and Equality
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