



Application for permission to remain in the State on Long Term Residency

- All sections are mandatory and must be completed, and the required documentation **must** be provided. The declaration in Section 3 and Section 5 must be signed.
- **INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED.**
- This form must be completed in **BLOCK CAPITALS** and in black ink. Where indicated, please place a tick (✓) in the appropriate box. If a question does not apply put N/A as your answer.
- Please refer to the checklist in **Section 6** of this form for details of documents which **must** be submitted with this form.
- If you are unable to provide any of the information or details requested please provide a written explanation indicating the reasons for this in **Section 4** of this form.
- It is your responsibility to advise the Immigration Service Delivery (ISD) of any change of circumstances in writing without delay.
- Only one applicant per application form.
- The granting of permission of Long Term Residency Permission does not entitle any other person/family member to enter or reside in the State.
- Applications will not be accepted from persons outside the State.
- Applications will not be accepted from persons who currently do not hold a residency permission.

Where to send your completed application form

- You must send your completed application form and supporting documents to the address below

**Residence Unit 3
Immigration Service Delivery
13/14 Burgh Quay
Dublin 2
D02 XK70**

Data protection statement

1. The data you provide in this form and in associated correspondence is collected by the Immigration Service Delivery (ISD), a part 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: Domestic Schemes – Residence Division, Immigration Service Delivery, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
2. The contact for any queries in relation to this form is Residence Unit 4, Immigration Service Delivery (ISD), 13/14 Burgh Quay, Dublin 2, D02 XK70.
3. We will use the personal data you provide in this form and in associated correspondence for the purpose of assessing your eligibility for permission to remain in the State, and verifying your identity and the identity of the other people named in this form.
4. Our legal basis for collecting and processing this data is as follows:
 - 4.1. To fulfil the function of the Minister for Justice {Management of inward migration to the State (Immigration)} as designated in the Ministers and Secretaries Act 1924 (as amended).
 - 4.2. The Immigration Act, 1999;
 - 4.3. The Immigration Act, 2003;
 - 4.4. The Immigration Act, 2004;
5. The personal data provided here will be stored securely in ISD's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:
 - 5.1. Government Departments and Agencies;
 - 5.2. An Garda Síochána;
 - 5.3. EEA competent authorities;
 - 5.4. EEA police forces;
 - 5.5. 3rd parties such as employers and landlords who, with the consent of the data subject, have provided documentary evidence on behalf of an application, or such 3rd parties who have provided documentary evidence by the application.
 - 5.6. 3rd party service providers in the areas of data handling and storage and in the production of IRP cards.
6. The personal data you provide in this form and in associated correspondence is necessary for us to determine if you meet the criteria for this Scheme. If you do not provide this data, your application for this Scheme cannot be processed.

7. This data may be retained until ISD can be sure that you will not have any further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime.
8. You and the other people named in this form 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, and sending it to dataprotectioncompliance@justice.ie. You may be required to verify your identity before we send the information to you.
9. You and the other people named in this form have the right to rectify any inaccuracies in your data. To do this you should write to Domestic Schemes – Residence Division, Immigration Service Delivery, the Department of Justice, 13–14 Burgh Quay, Dublin 2, D02 XK70, documenting the inaccuracies which need to be rectified.
10. You and the other people named in this form have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in our Department of Justice Data Protection Policy available at http://www.justice.ie/en/JELR/Pages/Data_Protection

You and the other people named in this form can contact the Data Protection Officer for the Department of Justice by post: The Data Protection Officer, Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52, or by email - dataprotectioncompliance@dje.ie

I acknowledge that I have read and understood the information provided above by the Department of Justice for the purposes of ensuring fair and transparent processing of my personal data.

Name of applicant _____

Signature _____

Date _____

Charge/Indictment No. 1	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 2	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 3	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Please note, if you have received more than 3 charges/indictments, please photocopy this page and enclose the completed section with this form.

3.2 Have you ever been convicted of an offence in Ireland or abroad? If yes, please provide details for EACH criminal conviction, starting with the most recent one. (✓)

Yes (*give details below*) No

Criminal conviction No. 1	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Criminal conviction No. 2	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	

Term of imprisonment, if any, in months	
---	--

Criminal conviction No. 3	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Please note, If you have received more than 3 criminal convictions, please photocopy this page and enclose the completed section with this form.

3.3 Are there, or have there ever been, any Court Orders in relation to Family Law matters to which you are/were party e.g. Barring Order, Care Order, Protection Order and safety Order etc

Yes (*give details below*) No

3.4 Have you ever been involved in, supported, or encouraged terrorist activities in any country? (✓)

Yes (*give details below*) No

3.5 Have you ever served in a military force or State-sponsored private militia, undertaken any military or paramilitary training, or been trained in the use of weapons and/or explosives? (✓)

Yes (*give details below*) No

3.6 Have you ever been a member of, or given support to, an organisation, which has been associated with terrorism? (✓)

Yes (*give details below*) No

3.7 Have you, in either peace time or war time, ever been involved in, or been suspected of involvement in, war crimes, crimes against humanity or genocide? (✓)

Yes (*give details below*) No

Please note that reports are obtained from An Garda Síochána and may be requested from other Government Departments and other agencies. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application.

I declare that the above information I have given is complete and is true to the best of my knowledge. I understand that any false or misleading information will result in the refusal of this application

Signature _____

/ /

Section 5

Statutory Declaration

Statutory Declaration: Applicant

To be signed before a solicitor, commissioner of oaths or peace commissioner

I hereby apply for residence permission for myself. I make the following declaration under the Statutory Declaration Act 1938.

The information I have given is complete and is true to the best of my knowledge. I confirm that if, before my application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Residence Unit 4 of the Department of Justice in writing immediately. I understand that any false or misleading information or fraudulent supporting documentation submitted will result in the refusal of this application.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under Section 6 of the Statutory Declarations Act 1938 and shall be liable on summary conviction to a fine or, at the discretion of the court, to imprisonment.

I understand that, under Section 8 of the Immigration Act 2003 the data in this application may be disclosed to other Irish Government Departments, Government Agencies and/or An Garda Síochána for purposes connected with this or any other application. I agree to ISD making enquiries to confirm any of the details or documents provided by me in this application, including my participation in an interview process.

Signed by applicant

Date

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

Declared before me _____ [name in capitals] a [solicitor] [notary public]
[commissioner for oaths] [peace commissioner] to take and receive statutory declarations by
Applicant name

[who is personally known to me]

or
[whose identity has been established to me before the taking of this Declaration by the
production to me of passports]

Applicant passport No. _____ Date of issue _____ Issuing Authority

Signed by [solicitor] [notary public]
[commissioner for oaths] [peace commissioner]

Date

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

Stamped by relevant Authority
[solicitor] [notary public] [commissioner for oaths]
[peace commissioner]

Section 6

Document checklist

Please provide the following copies or original documentation as specified. Original documentation will be returned to you by registered post. Please note that ISD may request further information/documentation during the course of processing the application. **Failure to forward the documentation requested below will result in your application form being incomplete and returned.**

Document description	Tick if you have submitted (✓)
Identity documents of applicant	
Full colour copy of all of the applicant's passports	
Copy of Irish Residence Permit (IRP) or GNIB card	
Other documentation	
Full colour copy of all work permits	
Contract of employment, or letter from employer on headed paper outlining employment details	
Evidence of address, e.g. Department of Revenue documentation (P60s, P45s) recent bank statements etc.	