



Reactivation Employment Permit

Who is this form for?

You should use this application form if:

- You wish to apply for a Reactivation Employment Permit. This application form is for non-EEA nationals who entered the labour market on a valid employment permit but who have later fallen out of the system through no fault of your own. You should have a current offer of employment.
- Before completing this form, please familiarise yourself with the associated criteria (referenced REP Eligibility Criteria - Part A&B - last updated dated March 2017) and guidelines (referenced REP Guidelines to assist completion of the application form - last dated March 2017). These criteria documents are available on www.inis.gov.ie.
- This form must be completed in English in **BLOCK CAPITALS** and in black or blue ink. All mandatory sections must be completed. Incomplete applications cannot be accepted and/or processed and will be returned to the applicant.

How to complete this form:

- Please complete this form in CAPITAL letters and place a tick in the relevant box
- You must complete all mandatory sections of this form fully
- You must submit photocopies of supporting documents for each individual application
- You must complete the checklist for each individual application

Where to send your completed application form

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

Unit 2, Residence Division
Irish Naturalisation and Immigration Service
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 Irish Naturalisation and Immigration Service (INIS), a part of the Department of Justice and Equality. The data controller for the information you provide is the Department of Justice and Equality. The data controller's contact details are: Domestic Schemes – Residence Division, Unit 2, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
2. You can contact the Data Protection Officer for the Department of Justice and Equality by writing to: The Data Protection Officer, the Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – dataprotectioncompliance@justice.ie
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. We may also 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:
 1. The Immigration Act, 1999
 2. The Immigration Act, 2003
 3. The Immigration Act, 2004
 4. To fulfil the function of the Minister for Justice and Equality (Management of inward migration to the State (Immigration)) as designated in the Ministers and Secretaries Act 1924 (as amended)
5. The personal data provided here will be stored securely in INIS's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:
 1. Government Departments and Agencies

2. An Garda Síochána
 3. EEA competent authorities
 4. EEA police forces
 5. 3rd parties who have provided documentary evidence by or on behalf of the application, e.g. employers and landlords (with the consent of the data subject)
 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 INIS 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. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.
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, and sending it to dataprotectioncompliance@justice.ie. You may be required to verify your identity before we send the information to you.
9. You have the right to request us to rectify 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 Domestic Schemes – Residence Division, Unit 2, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13–14 Burgh Quay, Dublin 2, D02 XK70, explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.

10. You can contact the Data Protection Officer for the Department of Justice by post: The Data Protection Officer, Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52, or by email - dataprotectioncompliance@justice.ie

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name _____

Signature (Applicant) _____ Date _____

Name of Parent/Guardian of applicant aged under 18 years _____

Signature of Parent/Guardian _____ Date _____

Section 1

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)

1.3 Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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1.4 Registration number (if you have one)

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1.5 PPS Number (if you have one)

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1.6 Country of birth

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1.7 Place of birth (city, town, village)

1.8 Please write your name in your national alphabet or script (if applicable)

Section 1 B

Other Names

In this section you will need to provide details about other names you may have had since your birth.

1.9 Did you have a different name at the time of your birth? (✓)

Yes

No

If you answered 'Yes', please answer the following questions.

1.10 Surname(s)

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1.11 Forename(s)

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1.12 Reason for change (✓)

Marriage

Adoption

Deed Poll

Other

If you answered 'Other', please provide further details here:

Section 1 C

Relationship status

Please provide information about your relationship status below

1.14 What is your relationship status? (✓)

Single

Married

Civil partner

Divorced

Widowed

Unmarried Partner

Surviving Recognised Civil Partner

Section 2

Applicant's immigration details

In this section, you will need to provide some details about your entry into Ireland and your residence in Ireland.

2.1 When did you first arrive in Ireland?

D	D	/	M	M	/	Y	Y	Y	Y
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2.2 Do you have current valid immigration permission? (✓)

Yes

No

2.3 If you answered 'No', what is the expiry date of your most recent permission to be in the State?

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

2.4 What is your most recent permission type? (The stamp number on your registration card)

Section 3

Expired employment permit details

In this section, you are required to give your current contact details.

6.1 Current address (your current residential address in Ireland)

6.2 Telephone (landline telephone number, if you have one)

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6.3 Mobile phone

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6.4 Email address

Section 7 Current passport and citizenship

In this section, you are required to provide details of your current passport and details of your country of citizenship.

7.1 Passport number

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7.2 Issue date

D	D	/	M	M	/	Y	Y	Y	Y
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7.3 Expiry date

D	D	/	M	M	/	Y	Y	Y	Y
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7.4 Place of issue

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7.5 Country of citizenship

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7.6 State any other countries of which you are a citizen

Section 8 Document checklist

The following list of documents must be submitted with this form. In this section you will need to confirm that you have submitted copies of the required documents with this application form.

Document description	Tick if you have submitted	Number of pages
Identity documents		
	(✓)	
Copy of passport of the applicant (all pages)		
Copy of your current registration card		
Copy of the registration cards of your civil partner/spouse (if you have one)		
Other documents		
Copy of your current Employment Permit (if you have one)		
Copies of any of your previous Employment Permits		
Evidence of finances available to you (bank statements from past 6 months, payslips etc)		
Evidence of private medical insurance in Ireland		

You must sign this declaration:

I declare that the information furnished on this form is true and complete to the best of my knowledge and belief. I confirm that I fall within one of the eligible categories listed on page one of the 'Eligibility under the REP scheme' document on the INIS website (www.inis.gov.ie)

Signature of applicant: _____

1.13 Declaration Date

D	D	/	M	M	/	Y	Y	Y	Y
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