



Web Notice – Registration Office Passport Stamping

From 2nd December 2020, customers renewing their immigration registration will no longer need to submit their passport to have an immigration stamp attached by their Registration Office.

This applies to renewals made in the Burgh Quay Registration Office in Dublin and renewals made in local Registration Offices at Garda Stations nationwide.

What does this mean for me?

This means that you won't have to leave your passport with us while your renewal application is being processed. You can continue to use it for other purposes during this time. It will also help us to speed up the processing of your application.

Your Irish Residence Permit (IRP) card will prove that you are legally registered in Ireland and help you to access any government services to which you may be entitled.

What do I need to do?

Renewals for Dublin-based Customers

If you are living in the Dublin area, submit your renewal application via the online system <https://inisonline.jahs.ie> and upload all supporting documentation required. You will need to scan and upload the page in your passport that contains your personal details. Once your application is processed, your Irish Residence Permit (IRP) card will be posted to the address you have supplied.

Renewals for Customers living outside Dublin

If you are living outside the Dublin area, make an appointment to attend your local Registration Office to renew your application. You will need to bring your passport with you to verify your identity but it will not be stamped. Once your application is processed, the Immigration Officer will advise you how you will receive your Irish Residence Permit (IRP) card.

Renewing your registration with a new passport

If you have a new passport you should bring it to your registration office in person to have it stamped with your immigration permission.

If you live in Dublin, contact the Burgh Quay Registration Office at burghquayregoffice@justice.ie and request an appointment. Please include the title 'New Passport' in the email subject line. The office is currently closed due to Covid-19 Level 5 restrictions and will reopen on the 2nd December 2020.

If you live outside of Dublin, contact your local Registration Office to make an appointment. If you are travelling to a registration appointment you may travel outside of the current 5km restricted travel zone. Please print confirmation of your immigration appointment to show to Gardaí if asked at a checkpoint. Details for Local Registration Offices can be found here [Garda website](#).

First-time Registrations

If you live in Dublin, contact the Burgh Quay Registration Office at burghquayregoffice@justice.ie and request an appointment. The office is currently closed due to Covid-19 Level 5 restrictions and will reopen on the 2nd December 2020.

If you live outside of Dublin, contact your local Registration Office to make an appointment. If you are travelling to a registration appointment you may travel outside of the current 5km restricted travel zone. Please print confirmation of your immigration appointment to show to Gardaí if asked at a checkpoint.

Details for Local Registration Offices can be found here [Garda website](#).

Once your application is processed, the Immigration Officer will advise you how you will receive your Irish Residence Permit (IRP) card.

Your passport will be stamped and returned to you on the day of your appointment and your biometric information – your fingerprints – will be taken.

If you are living in Dublin, once your application is processed, your Irish Residence Permit (IRP) card will be posted separately to you by express post within 5 – 10 working days to the address you have supplied. Please ensure you provide the correct address, including the relevant Eircode.

What if I have some questions?

We have prepared a [Frequently Asked Questions](#) (FAQ) document. If your question is not addressed here please contact us at burghquayregoffice@justice.ie.