

Required Documents Reference Guide

Irish Residence Permit (IRP) Card Renewal

Immigration Service Delivery

Required documents reference guide

Irish Residence Permit (IRP) card renewal if you live in Dublin City or County or are a Brexit Withdrawal Agreement beneficiary.

The information included in this document should help you upload the documents we need to process your online renewal application. You should still make sure you are aware of the conditions for the permission type or stamp you have selected in the online form. This is important whether you are using the form to renew your IRP card with the same permission or renewing your IRP card for a change in your permission or stamp.

To avoid a delay in the processing of your application, please make sure to upload the required documents when making your application.

Please note, in some cases we may need additional documentation to process an application. When this happens, we will contact you to request it.

To see the documents you must upload to your online application form, please click on the relevant link below:

 Stamp 0
 Stamp 2
 Stamp 5

 Stamp 1
 Stamp 2A
 Withdrawal Agreement Beneficiary

 Stamp 1A
 Stamp 3
 Beneficiary

 Stamp 1G
 Stamp 4

1

Stamp 1H Stamp 4EUFAM

Irish Residence Permit (IRP) card renewal if you live outside Dublin.

The information included in this document should help you to bring the correct documents to your registration renewal appointment at your local GNIB office.

Before your appointment, you should still make sure you are aware of the conditions for your permission type or stamp. This is important whether your appointment is to renew your IRP card with the same permission or renewing your IRP card for a change in your permission or stamp. Please note for your renewal appointment:

- You need to bring your old IRP card with you, it will be kept by the immigration officer.
- You must bring your original documents, copies of documents cannot be used instead.
- Your passport will not be stamped as this is no longer a requirement for an IRP card renewal.
- A new photograph of you may be taken at your appointment.
- If your permission is based on your spouse, civil partner, de facto partner, or another sponsoring family member they must attend your appointment with you.
- If you are an EU Treaty rights applicant and are renewing on the basis of living in Ireland with an EU citizen for more than 5 years, you will need to apply to EU Treaty Rights Division in Immigration Service Delivery to renew your permission before your appointment to renew your IRP card.

To see the documents you must bring with you to your appointment, please click on the relevant link below:

Stamp 0 Stamp 2 Stamp 5

Stamp 1Stamp 2AWithdrawal
AgreementStamp 1AStamp 3Beneficiary

Stamp 1G Stamp 4

Stamp 1H Stamp 4EUFAM

You have been granted	The documents you need to provide are:
permission:	
To retire to or live in	The biometric page of your current valid
Ireland as a person of	passport(s).This is the page that shows your
independent means;	photograph, passport number and date of birth.
 To be a visiting 	2. The page of your passport that has your current
academic at an Irish	Stamp 0.
University or College;	3. The front and back of your current IRP card. This
or	is the credit-card sized plastic card you received
To live in Ireland as	when you last registered your permission.
the elderly dependent	4. Your new permission letter from the Department
relative of a non-	of Justice that details the conditions under which
EU/EEA or Swiss	you were granted a Stamp 0.**.
citizen.	
	**For Stamp 0 you must have renewed your permission with Unit 2,
	Domestic Residence and Permissions Division in Immigration
	Service Delivery to have a current permission letter.

 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your employment permit. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays. Proof of your current employment, for example a payslip dated within the last three months. The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This
 passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your employment permit. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays. Proof of your current employment, for example a payslip dated within the last three months. The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.
photograph, passport number and date of birth.
 is the credit-card sized plastic card you received when you last registered your permission. 3. Your hosting agreement from the University/Institution where you are working as a researcher. 4. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.
 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card Your Working Holiday Authorisation issued by the Department of Foreign Affairs. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays. When WHA expires you MUST leave the state and re-enter on new basis of permission

Stamp 1 continued.	
 You have been granted permission: To work in Ireland under the Atypical Working Scheme; or To work in Ireland as a researcher under the Atypical Working Scheme. 	 The documents you need to provide are: The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your Atypical Working Scheme approval letter from the Department of Justice. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.
Based on a letter from Department of Justice/ Immigration Service Delivery (ISD).	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 1. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.

Stamp 1A

You are renewing your	The documents you need to provide are:
permission:	
To work in Ireland as a trainee accountant.	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays. Confirmation from the professional Accountancy Body of your registration with it and any exam exemptions you have. Your employment contract. A report on your progression by the accountancy practice or business, training supervisor, confirming the exams passed and experience gained in the previous 12 months.

Stamp 1G

The documents you need to provide are:
 The biometric page of you and your spouses/ de facto's current valid passports. This is the page that shows your photograph, passport number and date of birth. The front and back of you and your spouses/ de facto's current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. The work permit of your spouse / de facto partner or the hosting agreement of your spouse / de facto partner. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.** Proof of your continuing de facto partner relationship (if applicable). ** Proof of your private medical insurance is required for a stamp 1G, if you do not provide this, an immigration officer may grant you a stamp 3 instead.
 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof you successfully completed your third level course. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.

Registration Office <u>Go back to top</u>

Stamp 1G continued.	
You are renewing your permission: • As a person who qualifies for the 24-month Third Level Graduate Programme; you have received the initial 12 months and are renewing for the further 12 months.	 The documents you need to provide are: The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays.
	4. Evidence you have taken appropriate steps to access suitable graduate level employment, such as letters from companies or recruitment agencies about you looking for graduate level employment.

Stamp 1H.	
You are renewing your permission:	The documents you need to provide are:
To work in Ireland based on an NCHD permit.	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your NCHD permit. Proof of your private medical insurance. Insurance MUST cover Accidents and medical incident including hospital stays. Proof of current employment, payslip dated within the last three months

You are renewing your	The documents you need to provide are:
permission:	
As an English or Irish language student.	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. A letter from your college/school, confirming your enrolment as a student on a full time course. A letter from your college/school that shows you have attended a minimum of 85% of all lessons. Proof you have paid college/school fees. Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficien for Visa Renewal Exam results from previous course
 As a higher national diploma student; or As degree (undergraduate) student. 	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof of your enrolment on a full time course of daytime education, for a minimum of 25 weeks. Proof of your exam results. Proof that you have paid college/university fees. Proof of your scholarship funding (if applicable). Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficien for Visa Renewal

Stamp 2 continued.	
You are renewing your	The documents you need to provide are:
permission:	
 As a master's degree (postgraduate) student; As an English language student moving to a course on the Interim List of Eligible 	 The biometric page of your current valid passport(s). The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof of your enrolment on a full time course of daytime education, for a minimum of 25 weeks.
Programmes (ILEP).	4. Proof that you have paid college/university fees.
	5. Proof of your scholarship funding (if applicable).
	 Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficient for Visa Renewal
As a PhD student	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Proof of your enrolment with a college/university. Proof that you have paid college/university fees. Proof of your scholarship funding (if applicable). Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficient for Visa Renewal

Stamp 2A

u are renewing your	The documents you need to provide are:
rmission:	
As you are a student at a private secondary school in Ireland;	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. A letter from your college/school, confirming you enrolment at a private secondary school in Ireland. Proof you have paid college/school fees. Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficient for Visa Renewal
	 Proof of consent of your parent/legal guardian. This is only needed if you are under 18 years old and your parent is not living in Ireland.
 As you are a student in full time study in Ireland on a course that is not on the Interim List of Eligible Programmes (ILEP) but has been approved by the Department of Justice or; As you are a Confucius Student. 	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. A letter from your college/school, confirming your enrolment as a student Proof you have paid college/school fees. Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficient for Visa Renewal

Stamp 2A continues on the next page....

Stamp 2A continued.	
You are renewing your permission:	The documents you need to provide are:
 As you are a non-EEA spouse, civil partner or family member of a PHD student on a Stamp 2; or As you are the approved guardian/companion for a student on a Stamp 2. 	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. IRP card of your family member on a Stamp 2. Proof of your private medical insurance. Insurance MUST cover accidents & medical incidents including hospital stays for the duration of your course. Travel insurance is NOT sufficient for Visa Renewal

What is proof of consent of parent /legal guardian for Stamp 2a?

When you are under 18 years old and your parents/ guardian do not live in Ireland we need proof of consent from both your parents/legal guardians.

This consent must be a notarised document. It must provide full details of the person in whose care you will be in during your stay in Ireland. It must confirm:

- your parents/legal guardians agreement to your coming to Ireland for study purposes; and
- that the school/host family/education agency is your legal guardian during the your stay in Ireland.

You must provide:

- · Copies of the biometric page of your parents/guardians passports, or
- national identity cards showing the bearer's signature

Where only one parent has total custody, a Court Order giving sole custody of this child to the parent must be submitted.

Go back to Stamp 2A

You are renewing your	The documents you need to provide are:
permission:	
As you are the dependent of a non-EEA/EU/Swiss spouse/civil partner or family member who is here based on a general work permit.	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. The work permit of your spouse/civil partner or family member The current IRP card of your spouse/civil partner or family member.
As you are the dependent of a non-EEA/EU/Swiss de facto partner who is here based on a general	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received
work permit	 when you last registered your permission. 3. The work permit of your de facto partner. 4. The current IRP card of your de facto partner. 5. Proof of your continuing de facto partner relationship. 6. Proof of your private medical insurance
Stamp 3 continues on the	6. Proof of your private medical insurance

Stamp 3 continued.	
You have been granted	The documents you need to provide are:
permission:	
 As a volunteer; or As a minister of religion 	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 3.
	4. Proof of your private medical insurance.5. Your letter of sponsorship.

You have been granted	The documents you need to provide are:
permission:	
 As you live with your 	The biometric page of your current valid
spouse/ civil partner who	passport(s). This is the page that shows your
is an Irish citizen.	photograph, passport number and date of birth.
	The front and back of your current IRP card. This
	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your marriage/civil partnership certificate
	4. Proof of your joint current address with your
	spouse/ civil partner.
	5. The biometric page of your Irish spouse / civil
	partner's current valid passport.
	6. Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4 (if applicable).
 As you previously had a 	The biometric page of your current valid
Stamp 1G as spouse/	passport(s). This is the page that shows your
civil partner/ de facto	photograph, passport number and date of birth.
partner of a CSEP holder	2. The front and back of your current IRP card. This
for 5 years and are now	is the credit-card sized plastic card you received
seeking a Stamp 4.	when you last registered your permission.
	3. Your marriage/civil partnership certificate or proof
	of your continuing de facto partner relationship
	4. Proof of your joint current address with your
	spouse/ civil partner.
	5. The biometric page of your spouse / civil partner/
	de facto partner's current valid passport.
Stamp 4 continues on the I	next page

Stamp 4 continued.	
You are renewing your	The documents you need to provide are:
permission:	
As you are the parent of	The biometric page of your current valid
a child who is an Irish	passport(s). This is the page that shows your
citizen.	photograph, passport number and date of birth.
	2. The front and back of your current IRP card. This is
	the credit-card sized plastic card you received
	when you last registered your permission.
	3. The biometric page of your child's current valid
	Irish passport.
	4. Your child's birth certificate.
	5. Proof of your current address in Ireland.
	6. Proof of your child's address in Ireland, for
	example, a letter from the school or doctor that
	your child goes.
	7. Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4 (if applicable).
As you have been	The biometric page of your current valid
granted permission by	passport(s). This is the page that shows your
the Repatriation Unit in	photograph, passport number and date of birth.
ISD, under section 3 of	2. The front and back of your current IRP card. This is
the Immigration Act 1999.	the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4 (if applicable).
	4. Proof of your current address in Ireland.
Stamp 4 continues on the next page	

Stamp 4 continued.	
You are renewing your	The documents you need to provide are:
permission:	
 As you live with your long term, de facto partner who is an Irish citizen; or As you live with and are the dependant of a family member (not listed in this table) who is an Irish citizen. 	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. The biometric page of your de facto partner's/ family member's current valid passport(s). Proof of your joint current address with your de facto partner/ family member. Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4 (if applicable). Proof of your continuing de facto partner relationship (if applicable).
 As you are a recognised refugee; As you have Subsidiary Protection; or As you have Permission to Remain (formally called Leave to Remain) status. 	 The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. The biometric page of your current valid passport(s) or travel document, if you have one. This is the page that shows your photograph, passport number and date of birth. The letter from the Department of Justice with the decision on your International Protection application. Your declaration of Refugee Status/ Subsidiary Protection/Permission to Remain status.

Stamp 4 continued.	
You have been granted	The documents you need to provide are:
permission as:	
As you are in Ireland	The biometric page of your current valid
through Family	passport(s). This is the page that shows your
Reunification' with a	photograph, passport number and date of birth.
family member who has	2. The front and back of your current IRP card. This is
been granted Refugee	the credit-card sized plastic card you received
Status or Subsidiary	when you last registered your permission.
Protection.	The letter from the Department of Justice
	approving the application for your reunification with
	your family member.
	4. The IRP card of your family member who has
	Refugee Status or Subsidiary Protection, or
	biometric page of their current valid Irish passport.
You are an entrepreneur;	The biometric page of your current valid
or	passport(s). This is the page that shows your
You are an investor in a	photograph, passport number and date of birth.
business.	2. The front and back of your current IRP card. This is
	the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your current permission letter from the Department
	of Justice granting you permission to stay in
	Ireland under the Immigrant Investor Programme
	or the Start-up Entrepreneur Programme.
Stamp 4 continues on the r	novt nogo

You have been granted permission as:	The documents you need to provide are:
You previously had a Stamp 4S and are changing to or renewing a Stamp 4.	 The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4S.

Stamp 4EUFAM

You have been granted	The documents you need to provide are:
permission:	
As you are the qualifying or recognised permitted family member of EU/EEA or Swiss citizen in Ireland.	 Biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The front and back of your current IRP card. This is the credit-card sized plastic card you received
	 when you last registered your permission. 3. Your current permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4EUFAM. 4. Biometric page of your EU Family Member's passport(s).

The documents you need to provide are:
 Biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth. The page of your passport that has your current Stamp 4/5. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission. Your current permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 5**.

Withdrawal Agreement Beneficiary

You are applying for IRP card	The documents you must upload to your online
or replacement IRP card:	application form are:
-	
 As you are the qualifying 	Biometric page of your current valid passport(s).
or recognised permitted	This is the page that shows your photograph,
family member of a United	passport number and date of birth.
Kingdom National.	2. The front and back of your current IRP card. This is
	the credit-card sized plastic card you received when
	you last registered your permission.
	3. The biometric page of your United Kingdom
	National family member's passport.
	4. Your current permission letter from the Department
	of Justice that details the conditions under which
	you were granted a Stamp 4EUFAM or a Stamp 4,
	as a Withdrawal Agreement Beneficiary. Temporary
	permission letters are not applicable.
	5. Proof of your current address in Ireland.
You are applying for a IRP	The documents you appointment are:
Card:	
 As you are a United 	Biometric page of your current valid passport(s).
Kingdom National who	This is the page that shows your photograph,
was residing in Ireland as	passport number and date of birth.
a United Kingdom national	Proof of your current address in Ireland.
before 01/01/2021 and	
was not previously	
registered with the	
Immigration Service.	
Immigration Service.	