An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Version 6 Jan 20

FORM 10 - IRISH NATIONALITY AND CITIZENSHIP ACT 1956 **CTZ5**

Application for a Certificate of Naturalisation by a Parent or Guardian acting on behalf of a minor of Irish descent or Irish Associations

A person who gives false or misleading information is guilty of an offence under the Act and liable to a fine and/or imprisonment. Giving false or misleading information may also result in an application being refused or, where a certificate of naturalisation has been granted, the revocation of that certificate.

Who is this form for?

- You should use this application form if you are seeking a certificate of naturalisation on behalf of your minor (under the age of 18) child through Irish descent or association.
- If you are applying for naturalisation on the basis of descent or Irish associations (related by blood, affinity, adoption to, or the civil partner of, a person who is an Irish citizen) please tick the appropriate box and give full details, which should be supported by documentary evidence. If you need to you can provide additional information on a separate sheet.

Please note

- If you resided in Ireland for three of the four years prior to the birth of your minor child you may seek a passport for your minor child directly from the passport office. Please refer to https://www.dfa.ie/passports-citizenship/how-to-apply-for-a-passport/ for details.

How to complete this form:

- Please complete this form using a black pen in CAPITAL letters and place a tick in the relevant box
- Answer ALL questions. If a question does not apply, put N/A as your answer. Use a black pen and PRINT IN BLOCK CAPITALS.
- Cross out any errors – Do not use correction fluid.
- We recommend you send your application by Registered Post
- Registered Post can be tracked on the An Post website www.anpost.ie

If your application is successful a **certification** fee of up to €200 may be payable by you, see the citizenship fees page on the Immigration Service Delivery website at https://www.irishimmigration.ie/citizenship/ . If your application is refused you will be advised of the decision and, where appropriate, the reasons for refusal. There is no appeals process; however, you can re-apply at any time if you believe you meet the criteria**.**

Important – your child's Name, Nationality, Date and Place of Birth which will be recorded on your certificate of naturalisation, should your application be approved, will be as stated by you in your application. Please ensure the details you provide are correct. Once a certificate has issued it cannot be amended.

1. **Important - please note the following points:**

Naturalisation is a privilege and not a right. The onus is on each applicant to disclose all information and evidence to help demonstrate that he or she satisfies the conditions for a certificate of naturalisation, including being of good character. The Minister is not obliged to give advance notice of adverse information of which the applicant is already aware. Should adverse information come to light in the course of the processing of the application which the applicant could reasonable foresee could be taken into account, the Department will not correspond with the applicant on the matter. However, such information will be taken into consideration in the decision making process.

You should be aware that citizenship legislation requires the publication of details of all persons granted a certificate of naturalisation, including name, address and date of issue of the certificate of naturalisation, in the official journal 'Iris Oifigiúil'. This is a legal requirement, there are no exceptions.

Applications where the applicant has a case pending in the court system will not be processed until the matter is concluded. Therefore do not submit an application for naturalisation until the case is closed.

PLEASE NOTE: Section 15 (3) of the Irish Nationality and Citizenship Act 1956, as amended, defines "applicant", in relation to an application for a certificate of naturalisation by a minor, as being the parent or guardian of, or person who is in loco parentis to, the minor.

Please post the fully completed form, fee and all required documentation to:

Citizenship Applications (Minor)
Immigration Service Delivery
Department of Justice and Equality Rosanna Road
Tipperary Town
Ireland
E34 N566

Data privacy notice

1. The data you provide in this form is collected by the Immigration Service Delivery (ISD), 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: Citizenship Division, Immigration Service Delivery, 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 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 for the following purposes:

1. Assessing your eligibility for this application
2. Verifying your identity

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. Irish Nationality and Citizenship Act 1956, as amended (Part III) Naturalisation.
2. To fulfil the function of the Minister for Justice and Equality {granting a certificate of naturalisation to applicants that satisfy the statutory conditions as set out in Section 15 of the Irish Nationality and Citizenship Act 1956, as amended} as designated in the Ministers and Secretaries Act 1924 (as amended)
3. We are obliged to collect and process this data in order to perform a task which fulfils an important public interest. The public interest includes ensuring the effective and efficient operation of the immigration services of Ireland.
4. To protect the integrity of the immigration process and to ensure that the statutory provisions of the Irish Nationality and Citizenship Act 1956 are complied with.

5. The personal data provided here will be stored securely in Immigration Service Delivery's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:

1. The Department of Foreign Affairs
2. An Garda Síochana / UK Border Agency
3. Department of Social Protection
4. Department of Children and Youth Affairs
5. Health Services TÚSLA, Other Government departments and agencies.

6. This data may be retained until Immigration Service Delivery can be sure that you will have no further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime.

7. The personal data you provide in this form 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.

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 www.justice.ie, and sending it to subjectaccessrequests@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 Citizenship Division, Immigration Service Delivery, 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 have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on www.dataprotection.ie.

_____

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

Name _____

Signature _____ Date _____

Parental consent

If your child is aged 16 years or over on the date of your application on their behalf, your child will be vetted by the National Vetting Bureau. Please complete the following consent.

Please note that reports are obtained from An Garda Síochána and may be obtained from other Government Departments and other agencies. Failure to disclose any material matter will adversely affect this application and may also affect future applications for up to 10 years. Even if you do not believe a matter to be material or you believe it to be "spent", it is important to disclose it.

Name of child (as shown in passport)_____

Irish Residence Permit (GNIB) **Number** _____

Are you aware of any information that the Minister should be aware of in the context of forming a judgement as to the good character of the minor applicant? If so, please provide details below and continue on a separate sheet if necessary.

I Print Name

being the Parent / Guardian of the person to whom the particulars above relate, consent for the National Vetting Bureau to conduct vetting in respect of the above named minor in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent / Guardian signature

Date D D / M M / Y Y Y Y

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Please note before completing the form:
Ensure that the information you provide is true, correct and complete.
WARNING: Giving an untrue answer in this form is an offence.

Section 29A of the Irish Nationality and Citizenship Act 1956, as amended provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or both.

A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts.

- Use a black pen and PRINT IN BLOCK CAPITALS.
- Cross out any errors – Do not use correction fluid.
- Answer ALL questions. If a question does not apply, put N/A as your answer.

Section 1 Parent / guardian details

In this section, you will need to provide some personal details about the parents of the minor applicant as well as the guardian of the applicant (if applicable).

Mother of minor applicant

Forename(s) (as shown in passport)

Surname(s) (as shown in passport)

Previous names

If you have changed your name, please explain why: (you will need to supply documents)

Date you changed to present name

D D / M M / Y Y Y Y

Place of birth

Country of birth

Date of birth

D D / M M / Y Y Y Y

Present nationality

Passport number

Passport expiry

D D / M M / Y Y Y Y

PPS number (if applicable)

Person identity number (if applicable)

Registration number (if applicable)

Current address

Father of minor applicant

Forename(s) (as shown in passport)

Surname(s) (as shown in passport)

Previous names

If you have changed your name, please explain why: (you will need to supply documents)

Date you changed to present name

D D / M M / Y Y Y Y

Place of birth

Country of birth

Date of birth

D D / M M / Y Y Y Y

Present nationality

Passport number

Passport expiry

D D / M M / Y Y Y Y

PPS number (if applicable)

Registration number (if applicable)

Person identity number (if applicable)

Current address

Is the application being made by a Guardian? Yes ☐ No ☐

If so, please provide:

Forename(s) (as shown in passport)

Surname(s) (as shown in passport)

Previous names

If you have changed your name, please explain why: (you will need to supply documents)

Date you changed to present name

D D / M M / Y Y Y Y

Place of birth

Country of birth

Date of birth

D D / M M / Y Y Y Y

Present nationality

Passport number

Passport expiry

D D / M M / Y Y Y Y

PPS number (if applicable)

Registration number (if applicable)

Person identity number (if applicable)

Current address

Section 2 Minor's details

In this section, you will need to provide some details about the person (minor) on whose behalf you are making the application.

Forename(s)

Surname(s)

Mother's birth surname

Place and country of birth of minor child

Date of birth

D D / M M / Y Y Y Y

Gender

☐ Male ☐ Female ☐ Other

Present Nationality

Passport number

Passport expiry

D D / M M / Y Y Y Y

PPS number (if one has been issued to your child)

Registration number (if applicable)

Date of arrival in Ireland of Minor

D	D	/	M	M	/	Y	Y	Y	Y

Does your minor child have refugee status? Yes ☐ No ☐

Please supply a copy of the letter confirming Refugee Status if appropriate

Please supply a photocopy of your minor child's original Civil Birth Certificate that has been certified to be a true copy of the original by a notary public, commissioner for oaths, peace commissioner or solicitor.

Section 3 Educational details (minor)

In this section, you will need to provide details of your child's current school, the date they enrolled in the school and details of their attendance since they enrolled.

Name of school

Date of enrolment

D	D	/	M	M	/	Y	Y	Y	Y

Periods of attendance

From										To									
D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y

Section 4 Details of Irish descent or Irish associations being claimed (minor)

In this section, you will need to provide details the Irish association being claimed on behalf of your minor child.

Particulars of Irish descent or Irish associations

Please submit copies of all documentation proving your Irish Associations e.g. birth certificates, foreign birth registry entry, naturalisation certificate. All copies should be certified to be true copies of original documents.

Declaration

I

being the parent / guardian of the person to whom the particulars above relate, hereby apply on his/her behalf to the Minister for Justice and Equality for a certificate of naturalisation.

Signature of parent / guardian

Date of application D D / M M / Y Y Y Y

Email

Phone (day time)

Phone (evening)

Phone (mobile)

Checklist

Please ensure that all the required documentation is included with your application. Photocopies of certificates should be certified as true copies of the originals. If the form is not fully completed or if the statutory declaration is not been completed correctly, your application will be refused as the application requirements under Section 17 of the Irish Nationality and Citizenship Act 1956, as amended, are not satisfied and your application fee will not be refunded.

Document description	Tick ✓ if submitted
Statutory application fee	
The statutory application fee of €175 in the form of a Banker's Draft only, made payable to the **Secretary General, Department of Justice and Equality.** Postal orders, personal or business cheques are not acceptable. This fee is non-refundable and is required for each application for a certificate of naturalisation.	
Identity documents	
The **original** of you and your child's current passport.	
A certified copy of you and your child's original civil birth certificate and a copy of a translation into English if the certificate is in a language other than English or Irish.	
Two colour passport photographs of your child taken within 30 days of the date of application. Please write your child's passport number on the back of the photographs.	
If you are claiming Irish association by descent please provide a certified copy of the birth certificate(s) and marriage certificates (if applicable) of the person(s) through whom you are claiming Irish association for your child.	
Please provide a certified copy of the current passport of the person(s) through whom you are claiming Irish association for your child if they are alive or a certified copy of their death certificate if they are deceased.	
Residency (if your child is resident in the State)	
A copy of the letter confirming your child's refugee status if appropriate	
Original (not photocopies of) school letters from each school attended by your child up to the date of application. The school letters must show enrolment dates, periods of attendance and the number of days attended in each school year.	
If your child has attended school in Ireland for less than three years	
A letter from the Department of Employment Affairs and Social Protection stating that you are receipt of child benefit for your child, and the date on which payment commenced **AND**	
A letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery, including your child's Patient Immunisation Record where applicable	
If your Irish resident child is 16 years of age or older on the date of application	

A copy of their current Irish Residence Permit issued by the Garda National Immigration Bureau (GNIB) or Immigration Service Delivery as appropriate (this does not apply to EU/EEA citizens)	
Please ensure that you have completed the Parent / Guardian Consent form	
Please ensure	
You have completed the declaration confirming you have read and understood the information relating to your data protection rights.	
You have enclosed the Statutory Application Processing Fee of €175	
You have answered all questions in this form	
All photocopies of certificates are certified i.e. stamped and signed "true copy of the original" by a solicitor, commissioner for oaths, notary public or peace commissioner	
You have enclosed copies of certified translations of any documents that are in a language other than English or Irish	

Note regarding copies and certified copies:

- Where a certified copy is required, you must take your original certificates/documents to your solicitor, or a notary public, commissioner for oaths or peace commissioner and ask them to make a photocopy of each document and certify that it is a true copy of the original i.e. stamp and sign it "True copy of the original".

- If certificates/documents are not in English or Irish, a translation by a professional translator is required. A copy of the translation as well as the copy of the original document must be provided. Please note that we may also seek to establish the authenticity of documents submitted with authorities of the issuing country.

* Persons making an application for a certificate of naturalisation are required to provide satisfactory evidence of their identity and nationality. This is usually in the form of a currently valid passport and may include other original supporting documents, such as a previously held or out of date passport, and birth certificate. In rare circumstances where an applicant cannot produce their current passport, or a previous passport, birth certificate or other supporting documents the applicant will be required to provide a full explanation. Such explanation should be, where possible, be supported by satisfactory evidence that they have attempted to obtain such documentation and correspondence from the relevant authorities or embassy responsible for the issuing of passports and birth certificates in their country, clearly stating the reasons the documentation cannot be provided. Immigration Service Delivery will consider the explanation given and, if satisfied it is for reasons genuinely beyond the applicant's control, may suggest alternative means to the person to assist in establishing their identity and nationality.

** If you do not have your minor child’s birth certificate you should get it from the relevant authorities in the country where your birth was registered **before** making an application for a certificate of naturalisation.

Use of Birth Affidavit

In certain limited and exceptional circumstances, a birth affidavit may be accepted in lieu of a Birth Certificate where you can show satisfactory evidence that the certificate is not available and cannot be obtained. If you are not in possession of, or have lost, your birth certificate, an affidavit will NOT be accepted. You must obtain it from the relevant authorities before applying.