



Afghan Admission Programme

Guidance for submission of an application

16 December 2021



About this guidance document

This document contains information and instructions for completing the Afghan Admission Programme application form.

- 1) Download this **Guidance Document** and print it off so that you have it to hand while you are completing the application form. You will need to refer to it for each section.
- 2) Read this document **carefully** before starting to complete the form
- 3) Please note that the following questions may need to be answered for more than one person.
- 4) Checklist – this can be found at the end of this guidance document. Please use it to make sure that you have answered **all** questions on the form and included **all** relevant documents

About the Afghan Admission Programme

Overview of the Afghan Admission Programme.

In response to recent developments in Afghanistan, the Irish Government has introduced an immigration programme specifically for Afghan nationals. It offers temporary Irish residence to people whose freedom or safety is at risk, whether resident in Afghanistan or certain neighbouring countries having fled from Afghanistan, and who have close family residing legally in Ireland.

There are up to **500** places available under the Programme and proposers may submit an application on behalf of up to **4** close family members for them to be granted a temporary immigration permission to enter and reside in the State.

The Afghan Admission Programme is complementary to other pre-existing programmes enabling Afghan nationals to lawfully enter the State.

Proposers will be expected to fund travel and associated costs (e.g., visas) of successful beneficiaries and to financially support and accommodate them when they come to Ireland until such time as they can support themselves.

Proposers must submit the application form and all of the documentation required for a successful application on or before the closing date. The documents required are listed in the checklist.

Under no circumstances will applications be accepted after the closing date.

Who should use this form?

A person (proposer) who is a current or former Afghan national legally resident in Ireland on or before **1st September 2021** or a Naturalised Irish Citizen (previously from Afghanistan) who wants to submit an application under the Afghan Admission



Programme to bring family members who are living in Afghanistan or in **certain neighbouring countries** to live with them in Ireland.

The eligible neighbouring countries are: Iran, Pakistan, Turkmenistan, Uzbekistan and Tajikistan.

Please note this Afghan Admission Programme application form is the only accepted form and must not be altered in any way.

If you submit a cover letter, all of the information in the letter must also be in the form. Only information contained in the application form will be examined for purposes of determining the application.

Giving false or misleading information may result in an application being refused or the revocation of any permissions granted on foot of that application.

Eligibility to apply for this Programme does not guarantee that your application will be successful.

Eligibility -

The proposer must be:

- A national of Afghanistan or a Naturalised Irish Citizen who was previously a national of Afghanistan who was legally resident in Ireland on or before **1st September 2021**;
- Hold an immigration permission with a minimum remaining duration of 12 months and/or is renewable as at 24 February 2022;
- Able to financially support all successful beneficiaries on arrival in the State until they can support themselves. (This includes all costs associated with coming to the State and all health related costs while in the State);
- Able to provide accommodation for all of the successful beneficiaries on arrival in the State until they can provide their own accommodation;
- Of good character and with no criminal convictions.

Each proposed beneficiary identified must be:

- A national of Afghanistan, currently living in Afghanistan or who fled to Iran, Pakistan, Turkmenistan, Uzbekistan or Tajikistan since **1 August 2021**;
- A close family member of the proposer e.g., Grandparent, Parent, Child (18 years or younger as at 24 February 2022);
- At risk to their freedom and safety as a result of the recent changes in Afghanistan;
- Of good character and with no criminal convictions;
- Have **no** current or previous involvement in any organisations or activities regarded in Ireland as being of a criminal or terrorist nature
- **Not eligible for Family Reunification** under the provisions of section 56 of the International Protection Act 2015. Beneficiaries who qualify under this act are not eligible for the Afghan Admission Programme.



Closing date and issue of decisions

- **The Afghan Admission Programme will be open for applications from 16th December 2021.**
- **The Programme closes on 24 February 2022. All application forms received after 17:00 on that date will be refused**
- **Proposers are kindly advised not to submit any applications in advance of the Frequently Asked Questions document issuing.**
- **Further information or documents received after the closing date will not be considered as part of an application.**
- **All applications under the Programme will be processed together and all of the decisions will be issued together.**

The Afghan Admissions Programme is a demand-led Programme, therefore the Department will only have line of sight as to the volume of applications after the closing date. It is expected that an indicative decision timeline will be communicated in mid-March.

Please note that the Department is unable to correspond with Proposers under any circumstances until a decision has been made. The form has been designed so that all applicants are treated fairly and equally in their applications.

It is vitally important that you complete the application form fully and correctly and that you submit it and all of the documentation required on or before the closing date.

Please note that proposed beneficiaries are assessed on the basis of risk factors so it is essential that you supply all relevant information in relation to the risk to freedom and safety of the proposed beneficiaries. Those proposed beneficiaries who are deemed to be most at risk will be granted permission ahead of other beneficiaries. Please ensure that you have listed your proposed beneficiaries in order of priority.

Please note that your application will be refused if:

- The application form is received after the closing date;
- Any document(s) required for a successful application are not submitted with the application form;
- The Proposer is not eligible;
- The proposed beneficiaries are not eligible;
- The proposed beneficiaries are not shown to be at risk to their freedom and safety;
- Failure to provide e-Vetting form;



- The application form is altered in any way;
- Information is submitted without using the application form (information contained in cover letters or emails must also be included in the application form);
- The form is not completed fully in respect of the proposer;
- The form is not completed fully in respect of all of the proposed beneficiaries;
- The form is not signed and dated by the proposer at every place in the form where a signature is required;
- The Statutory Declaration is not signed and dated by the proposer, in the presence of a practicing solicitor, Commissioner for Oaths or notary public in Ireland – **the Statutory Declaration is a legal document** and must be treated as such;
- Confirmation is not provided that proposed beneficiaries have consented to their data being included in the Application Form;
- The Data Protection notice is not signed and dated by the proposer;
- Sufficient documents and information have not been received to allow the Department to confirm:
 - Identity of the proposer;
 - The identities of all of the proposed beneficiaries;
 - The familial relationships of all of the proposed beneficiaries to the proposer;
- Documents that are required to be certified as **true copies** of the originals have not been certified or have not been certified by an appropriate witness;
- Proposer does not show they can accommodate all the beneficiaries listed;
- Proposer does not show they can financially support all the beneficiaries listed;
- Sufficient documents or information are not received to show that the proposer or the beneficiaries meet other requirements where they are specified in the application form or the guidance;
- Garda e-Vetting report is not provided;
- Revenue e-Tax Clearance Certificate is not provided;
- Security checks give rise to serious concerns regarding either the proposer or the proposed beneficiary;
- Proposed beneficiaries have not provided written confirmation of accuracy of details contained in section 2 of the Application Form.

Your application may also be refused in the following circumstances:

Proposer and/or proposed beneficiary(ies) fail security check.

There are a limited number of places available on the Afghan Admission Programme. Therefore, it may not be possible to grant permission for all of your proposed beneficiaries to join you in Ireland even where they meet the eligibility criteria for the Programme.

Immigration permission

Successful beneficiaries under the Afghan Admission Programme will be granted a temporary immigration permission for a two year period but there will be no automatic right to the renewal of any such permission granted. While there will be no automatic



right to the renewal of the permission granted, it will be open to beneficiaries to seek a renewal or another permission as appropriate. This will be subject to the successful beneficiaries having complied with the conditions of their original permission.

The entitlements and conditions attached to the immigration permission are:

Beneficiaries will be entitled to:

- Work without a permit;
- Operate a business;
- Access State provided primary and secondary education for children;
- Access emergency treatment in the public health system.

Beneficiaries will not be entitled to:

- Social assistance payments or child benefit under the Social Welfare Consolidation Act 2005;
- Social housing or local authority housing funded by the State;
- Housing Assistance Payment or any other payments funded by the State to support the costs of accommodation;
- State-funded third level education;
- Family Reunification as provided for in the International Protection Act 2015;
- Automatic renewal of permission.

As the immigration permission is intended to facilitate legal residence in the State, it is not appropriate that it should be used for any other purpose. If your proposed beneficiary(s) do not take up residence in Ireland within 12 months of the permission being granted the permission will then lapse.

Please note that, if the immigration permission given under the Afghan Admission Programme is not renewed, and the beneficiary does not have an alternative immigration permission in place, they will no longer be legally resident, and they may be required to leave the State.

Decision Outcomes & next steps

Positive decision

Where a positive decision is made in respect of a proposed beneficiary, you will receive a letter by post. The letter will advise you of the next steps you must take in order to facilitate your family member(s) to travel to the State. This will include applying for the appropriate visa for each beneficiary who is approved. Further information about visas can be found by visiting www.irishimmigration.ie/visas.

When the beneficiaries arrive in the State those over the age of 16 will need to register their immigration permission. Details about how to do this are available on the website here: <https://www.irishimmigration.ie/registering-your-immigration-permission/how-to-register-your-immigration-permission-for-the-first-time/>.



Each beneficiary over the age of 16 will have to pay a fee of €300 to register their immigration permission and to receive their Irish Residence Permit Card (IRP card formerly GNIB card).

Negative decision

Where a negative decision is made you will receive a letter by post, which will include the reasons for refusal. The decision is final, subject to the appeals process.

Appeals

- Appeals must be notified by e-mail to AAP@justice.ie clearly marked as such within 20 working days from the date of the decision letter;
- The appeal notification must set out in detail the reason for the Appeal;
- The review will be papers-based and no new additional information or documentation will be requested/accepted;
- The appeal review will be undertaken by a different deciding officer;
- The appeal decision is expected to issue within 50 working days of receipt of the appeal notification.

Instructions

You are requested to submit your application form by email

AAP@justice.ie

However, if you cannot do so, then you can send it by post to:

**AAP Applications
13-14 Burgh Quay
Dublin 2
D02 XK70**

If choosing to send by post please send it by Registered Post which can be tracked on www.anpost.ie

Please note all sections that require a signature must be signed by hand and then scanned if necessary (i.e., if you are emailing the application).

The Statutory Declaration must be completed in front of a solicitor, Commissioner for Oaths or notary public practicing in Ireland.

Please remember that all application forms received after 17:00 on the closing date of 24 February 2022 will be refused



Your application will be refused if the application form is not fully completed or if it is incorrectly completed.

- Read the guidance related to each section before completing it on the form;
- If not typing, please use **CAPITAL** letters;
- Place a tick (✓) in all relevant boxes;
- Ensure all dates are in the European format (**DD/MM/YYYY**);
- Make sure to sign all the relevant sections;
- Complete the **Statutory Declaration** fully as instructed in Section 4 of this document;
- Submit the originals or **certified colour copies** of supporting documents where required;
- Submit your application form and the accompanying documents by email or by post on or before the closing date, **24 February, 2022**;
- **Use the checklist** to confirm that you have completed the form correctly and that you have included all of the documents required;
- **Remember to include three recent (within the last six months) passport sized photographs of each potential beneficiary with the name of the beneficiary in block capitals on the back of each photo.**

Supporting documents

You must submit documentary evidence as set out in this guidance document.

Where documentary evidence is required, your application will be refused if that evidence is not submitted. Submission of original documents such as passports and/or national identity documents for proposers and beneficiaries will assist considerably in the assessment process.

Documents will be required to prove:

- Your identity;
- That you are a current or former Afghan national;
- That you are legally resident in Ireland with a minimum remaining duration of 12 months and/or is renewable as at 24 February 2022;
- The identities of all of the proposed beneficiaries of your application;
- The family relationship of every proposed beneficiary to you;
- That you have accommodation for all of the proposed beneficiaries until they can provide their own accommodation;
- That you can support all the proposed beneficiaries financially until they can support themselves.

Only **original documents** (sent by post) or **certified true copies of originals** (sent by email or by post) will be accepted for these purposes.

You must also submit evidence of the risk to freedom and safety of each of your beneficiaries.



Some questions do not require documentary evidence but including any relevant evidence that is available may help your application.

Certified true copies of original documents (“certified copies”)

If you are not sending in the original documents, you must have true copies certified by a person from the list below. They must certify clearly on the copy that they have seen the original document; they must stamp the copy with their office stamp and sign it with their name, the date, their profession and address clearly visible.

Any reference to a “certified copy” means a copy that has been certified as being a true copy of the original document. The Department reserves the right to request the original. Failure to comply with such a request will result in your application being refused.

Who can certify a true copy of an original document for the purpose of this Programme?

- All documents relating to you, the proposer, **must be certified in Ireland by a practicing Solicitor, a Commissioner for Oaths or Notary Public.**
- Documents relating to the beneficiaries must be certified by one of the following either in Ireland, Afghanistan or the country where they are living:
 - Solicitor, Notary Public, Commissioner for Oaths or equivalent;
 - Agent of a recognised international organisation such as the United Nations High Commissioner for Refugees, International Committee of the Red Crescent/Cross, International Organisation for Migration or equivalent.

Section 1 Information about you, the proposer

1A Personal details

These questions are about your identity.

Please ensure that you answer each question fully as this information will be compared to immigration records and will be submitted to An Garda Síochána for security checks before a final decision is made.

1A.3 & 1A.4 Previous names and reason for change

If you have changed your forename(s) or surname at any stage throughout your life, whether in Ireland or in another country, you must give all previous versions of these names and explain fully the reason for the change.

Common reasons for changing name include, but are not limited to:



- Marriage;
- Administrative error by a Registration Authority;
- Administrative error by an Immigration Authority;
- Religious or social reasons.

We understand that some people who entered Ireland as refugees lived in very difficult circumstances in their country of origin. If you changed your name because of problems in another country, you must give your **full previous name** and explain why you decided to change it.

1A.5 Date of Birth

Please give your date of birth in the European (**western**) **calendar format** as it is used in Ireland, i.e. (DD/MM/YYYY).

If you use a different calendar, there is a risk that your application will be refused if the date of birth is not correctly converted to the western calendar as it may cause difficulty in verifying your identity.

1B Your contact details

Your contact details may be used to confirm that your immigration permission or legal residence is still valid before we make the final decision on your application. They are also used in the event that the final decision letter is returned to us by An Post.

If we cannot contact you within one month of the date of decisions, your application will be deemed abandoned and any permission that has been granted will be withdrawn.

1C Residency details

To be eligible to apply for the Afghan Admission Programme, you must be:

- A current or former Afghan national;
- legally resident in Ireland on/or before the 1st September 2021;
- hold an immigration permission with a minimum remaining duration of 12 months and/or is renewable at the time of application.

These questions are to establish your residency status/position.

Please complete all of the questions in section **1C Residency Details** that relate to you.

1C.3 You should hold a permission with a minimum remaining duration of 12 months and/or is renewable at the time of application.

1C.5 If you have previously made an application to the immigration service in Ireland other than for a visa, please give your Person ID number or '69/' number.



1C.7 If you are legally resident in Ireland and already have an IRP Card (formally GNIB Card) please complete this question on the form. Please note that the number you require will be on the back of the IRP Card and the front of the GNIB Card.

If you are not an Irish Citizen and have not yet received your IRP card (formally GNIB card) you need to supply:

- a certified copy of **every page** of your passport showing all visas and border entry and exit stamps, including the entry stamp received when you arrived in Ireland;
- proof of current valid immigration permission to reside legally in Ireland.

If your current immigration permission is due to expire soon

If your immigration permission or legal residence is due to expire soon, you must renew it so that you are still legally resident and can still financially support and accommodate your proposed beneficiaries after the decision is made on your application.

If your immigration permission is due to expire before a final decision is reached or if we think that the remaining period left on your immigration permission is too short for you to be able to financially support and accommodate your beneficiaries, we will contact you to confirm that you are still legally resident and/or that you have applied to renew your legal residence before we make the decision on your application.

If your legal residence expires or there is a short period remaining before it expires and there is no evidence that you are making efforts to renew it, you will be considered to no longer be in a position to financially support and to provide accommodation for your proposed beneficiaries in Ireland as is required to be eligible for this programme and your application will be refused.

1D Income – your ability to support all of your beneficiaries in Ireland

You must have sufficient financial resources to support all of your successful proposed beneficiaries from the date of their arrival in Ireland until they are able to support themselves.

The questions in this section are to establish those facts.

You must also be in a position to arrange and pay for **all** travel arrangements for **all** proposed beneficiaries for their journeys to Ireland, including but not limited to fees for:

- flights and travel expenses which may include a fee for any purpose that is required in any country passed through during the journey to Ireland;
- Visas/immigration application/registration fees;
- Documents;



- health or medical clearances e.g., vaccinations for SARS CoV-2 (Covid-19), any other vaccinations/treatment required for entry to Ireland and any quarantine on arrival.

Your financial resources do not have to be in Ireland, but they must be readily available to you at short notice for these purposes. Proof of this is required.

1D.2 Evidence of income and/or financial resources must be **original documents or certified copies.**

Any evidence showing that you have a reliable, stable income and/or readily accessible financial resources should be submitted. Examples that will be accepted include:

- Tax clearance certificate;
- P60;
- 12 months' payslips;
- *Accountant's report of resources held either in Ireland or abroad by a firm practicing in Ireland, stamped with the office stamp and signed and dated by the accountant personally;
- *Solicitor's letter by a firm in Ireland showing that the financial resources held in Ireland or abroad on your behalf and giving details of same, stamped with the solicitor's office stamp and signed and dated by the solicitor personally.

*** These must include the nature of the financial resources and these funds must be readily available to you**

Your application will be refused if you do not submit satisfactory evidence of your income and/or financial resources or satisfy the Minister of your ability to support your family.

1E Accommodation – where your proposed beneficiaries will live in Ireland

It is a condition of the programme that proposers be able to accommodate proposed beneficiaries on arrival in Ireland.

This section covers where you intend the proposed beneficiaries of your application will live when they arrive in Ireland.

You will be directed to complete **Section 1F** and/or **Section 1G** based on your answer to the question of where your family will live.

1F Your home

1F.1 If you answer yes to this question please supply the number of bedrooms and total floor area square meters (sqm) of your house.



These questions are to assess whether or not the amount of accommodation available in your home is sufficient and whether or not you have permission from your landlord for the beneficiaries to live with you.

1F.3 Please photocopy this page for each member of your household and complete all sections (not including yourself).

1F.4 If you own your home, please tick the appropriate box as to which proof you are supplying.

If your home is owned by your spouse/civil partner or your de facto partner who you live with in the same property, you must provide a marriage certificate or proof of an enduring partnership. Examples of proof would be utility bills in both of you and your partner's names in the last year, bank statements in both names etc.

1F.5 If you rent your home

These questions are to assess whether or not the amount of accommodation available in your home is sufficient and whether or not you have permission from your landlord for the proposed beneficiaries to live with you.

If you are renting your home, you must provide:

- a letter of consent from your landlord or your local authority;
- a copy of your tenancy agreement including details of the floor area in square metres (sqm) and/or the maximum number of persons permitted to reside in the property.

The letter of consent must contain all of the following:

- a statement that you have permission for the proposed beneficiaries to live in the property with you and with those living there;
- the maximum number of persons permitted to live in the property;
- permission for the full number of proposed beneficiaries;
- that the permission is valid for 12 months;
- any other conditions set by the landlord or local authority;
- the full name, business address and phone number of the person giving the permission;
- their signature and the date of signature;
- the full address of the property.

Please note that your landlord or local authority will be contacted to confirm that their consent is still in place at the time that the final decision is being made. If they cannot be contacted or they do not confirm that the consent is still in place, your application will be refused in respect of all of the proposed beneficiaries who you have stated will live in the proposed accommodation.



Where there is doubt about the suitability of the accommodation available, we will use the accommodation standards operated by your local authority for the provision of local authority housing as the basis for the decision.

1G Alternative accommodation

If your proposed beneficiaries are going to live in a different place to you in Ireland, you must:

- answer questions 1G.2 and 1G.3;
- submit a letter from the property owner showing that they have made an offer of accommodation for your family members to live in the property.

These questions are to assess whether or not you have an offer of accommodation for the proposed beneficiaries to live in another property to you, and whether or not the amount of accommodation available is sufficient.

The full address of the property must be provided, including the Eircode. **If the property cannot be accurately located using the address information that you provide in the application form, your application will be refused in respect of the proposed beneficiaries who you intend to live there.**

You must provide:

- an offer letter from the property owner making the offer of accommodation.

The offer letter must contain all of the following:

- a statement that the property owner is offering accommodation;
- how many proposed beneficiaries they are willing to accommodate and their names;
- the maximum number of persons permitted to live in the property;
- that the permission is valid for 12 months;
- any other conditions set by the property owner;
- the full name, address and phone number of the person making the offer;
- their signature and the date of signature;
- the full address of the property.

Please note that the property owner will be contacted to confirm that their offer of accommodation is still in place at the time that the final decision is being made. If they cannot be contacted or they do not confirm that the offer is still in place, your application will be refused in respect of all of the proposed beneficiaries who you have stated will live there.

Where there is doubt about the suitability of the accommodation available, we will use the accommodation standards operated by your local authority for the provision of local authority housing as the basis for the decision.



1H Good character statement

All proposers must be of good character. You must answer all the questions in this section truthfully and not withhold information or supply misleading information.

If you answer “yes” to any of these questions, it does not automatically mean that you are not eligible.

Some offences committed in certain other countries would not be offences in Ireland.

If the answer to any of these questions is **yes**, you must declare **all** your past history on a separate page.

You must include:

- the nature of the offence or civil judgment;
- date of conviction or judgment;
- where the conviction or judgment took place;
- the outcome of the conviction or judgment;
- full details of the sentence, judgment or court order that was handed down.

All applications submitted under the Afghan Admission Programme will be subject to checking by An Garda Síochána and may be subject to checking by State security services and other agencies. Information about you and about every proposed beneficiary will be included in these checks.

Giving false or misleading information will result in your application being refused or in the revocation of any permissions granted on foot of that application.

Additionally, the Department retains the right to refer instances of possible fraud to An Garda Síochána for investigation.

Section 2 Information about your family members, the beneficiaries

In **Section 2**, there are **6** pages which need to be completed about each proposed beneficiary.

You can apply for up to **4** beneficiaries under the Afghan Admission Programme. There will be up to **500** places available and it may not be possible to grant permission to every proposed and eligible beneficiary.

You should list your proposed beneficiaries in the order of priority in which you believe them to be most at risk.



If the total number of eligible beneficiaries of all applications received on or before the closing date exceeds the number of places available, the order in which you list your family members will be taken into consideration along with the information you give about risk to freedom and safety when a decision is being made.

2A Information about your beneficiaries

The information in this section will be used to assess whether or not the proposed beneficiaries are eligible under the terms of the programme and their domestic circumstances.

Please pay particular attention to the question about risk to freedom and safety as your response to this question will be important if the total number of eligible proposed beneficiaries from all applications is more than the number of places that are available.

Identity

You must prove the identity of your proposed beneficiary. The highest standard of proof of identity is an original current, valid passport. You must submit either the original document or a certified copy if the original is unavailable.

If your proposed beneficiary does not have a passport, certain other documents containing a clear passport-style photograph and their name and date of birth **may** be accepted. To be accepted, it must have been issued originally for the purpose of verifying identity by a national authority or by a recognised non-governmental organisation, e.g. UNHCR.

Please note:

- **Birth certificates and other documents issued to verify relationships are not accepted as evidence of identity.**
- **Beneficiaries will require a current, valid passport for travel and this will be checked at the border when entering Ireland. If they do not have a passport or it is not current or valid, they will be refused entry to the State.**
- **There is no automatic entitlement for beneficiaries of the Programme to apply for or be granted an Irish Travel Document.**

Relationship

The proposed beneficiary **must be a family member as prescribed in Section 2A.8 of the Application Form**. You must state clearly what the relationship is to you.

You must submit certified copies or original documents that show how you are related to your proposed beneficiary. This may mean submitting a number of documents that, when taken together, proves the relationship of the proposed beneficiary to you.



If you are married to your proposed beneficiary, you must submit either:

- a marriage certificate;
- other evidence that clearly shows you have married your spouse in accordance with the law of the country where the marriage took place.

Your marriage must also be recognisable in Irish law. **If you are married to more than one person at the same time, this is considered a polygamous marriage and it will not be recognised in Ireland.**

If you were married previously, you must submit **documentary evidence** that the previous marriage(s) no longer exists, i.e. that you are divorced or the other person has died.

If you are in a de facto partnership with your proposed beneficiary, you must submit evidence that you share your life with this person in a long term partnership, i.e. that:

- you lived together on an ongoing basis before you left Afghanistan;
- you both intend to live together long term in Ireland;
- you share the costs and arrangements of living together.

If you have a currently subsisting marriage in Ireland then the Minister will not consider any application for a beneficiary on the basis that they are a de facto spouse or a de facto partner.

DNA testing

In certain circumstances where we are satisfied that the relationship between you and a proposed beneficiary is genuine but the documents available are not sufficient to prove this, we may request that you and your beneficiary undergo a DNA test to confirm the relationship.

Please be aware that a DNA test is used only to prove a relationship between the persons tested. It cannot be used to identify a person, therefore sufficient evidence to prove identity will still be required.

You are not obliged to take a DNA test. Your decision not to do so will not be taken to mean that you are not related. However, the responsibility will remain upon you to demonstrate that the relationship is genuine. Original documents or certified copies or original versions of documentation from official sources can be used instead and must be submitted as part of the original application.

DNA testing will be carried out strictly by the Department's testing provider, following a request from the Department. Test traceability and identity verification protocols operated by the department are an integral part of the DNA testing process. **Results provided by the proposer outside of the Department's testing process will not be accepted.**

A fee will not be charged for DNA tests that prove the relationships. However, you will have to pay the costs of tests if no relationship is proven.



2A.8 Category of beneficiary

You will be asked to select the category under which your proposed beneficiary falls. Please select the correct category by ticking the relevant box. If your proposed beneficiary does not fall under one of these categories, they are not eligible for inclusion in this programme and your application will be refused in respect of this person.

The eligible categories of proposed beneficiary are as follows:

- **Your Spouse/De facto Spouse/Civil partner as recognised under Irish law** (where not eligible for reunification with a sponsor under the terms of the International Protection Act 2015) (Polygamous marriages are not recognised);
- **Your Adult Child** (who must be unmarried and without dependants);
- **Your Minor Child** (where not eligible for family reunification with you under the terms of the International Protection Act 2015. The Minor Child must be unmarried and without dependants);
- **A Related Minor Child without parents for whom you have parental responsibility.** The related minor child must be unmarried and without dependants, e.g., Sibling, Orphaned Niece/Nephew/Grandchild;
 - **Important: Evidence of Legal Guardianship will be required.**
 - **Important: The adult who the child currently lives with must give written consent for them to travel to Ireland and to live with you and a colour copy of a photographic ID clearly showing the signature of that adult.**
- **Your Parent** (where not eligible for family reunification with you under the terms of the International Protection Act 2015);
- **Your Grandparent;**
- **A Vulnerable Adult Close Family Member** (who does not have a spouse/partner or other close relative to support them).

Priority will be given to the following family members of the proposer when assessing applications:

- Minor children of the applicant who are not married;
- Spouse/civil partner of applicant;
- Parents of the applicant.

2A.8 Documents

If your proposed beneficiary is a child under the age of 18 years on the date that the application form is signed, you must submit certified copies or the original versions of documents that show:

If you are a parent of the child and the other parent does not live with you in Ireland:



- Birth Certificate;
- Death Certificate where the other parent is deceased;
- Documentary evidence such as police reports or tracing requests from organisations such as the Red Crescent/Cross showing significant efforts to locate the other parent where that parent is missing;
- Court Order/Sole Legal Guardianship Order, or equivalent, from a court in the country where the child is from stating you have been formally granted sole parental custody and responsibility including the reason for the grant.

If the child is not yours by birth:

- Written parental consent if other biological parent is still alive;
 - Death certificate if the biological parent dead.
-
- Documentary evidence that you have adopted the child in accordance with the laws of the country in which the adoption took place and that this adoption has been recognised by the Adoption Authority of Ireland.
 - Court Order/Sole Legal Guardianship Order, or equivalent, from a court in the country where the child is from stating you have been formally granted sole parental custody and responsibility including the reason for the grant.

2A.16 & 2A.17 Address

You must give the full address and previous full address (if they have recently moved) for each proposed beneficiary **as it would appear on post to their home**. This must include the number/name of the house or apartment, the full name of the street, the name of the village/town/city, the country and the local postcode/zip code.

If you do not have this information, you must explain exactly why you do not know it **and** why they cannot give you this information on a separate sheet of paper.

Applications where no address or only a partial address is provided will be refused in respect of the proposed beneficiary to whom the address is relevant unless a strong case is made about why you do not know the full address.

2A.18 Risk to freedom and safety

Please tick the boxes applying and outline where necessary on a separate sheet the specific reasons why and how each beneficiary is at risk. Include details of concerns to their freedom and safety. **If you do not tell us about the risk to their freedom and safety, your application will be refused in respect of the proposed beneficiary.**

There are up to **500** places available for the Afghan Admission Programme. If the total number of eligible beneficiaries from all applications received is above 500, we will prioritise those most at risk.

This decision will be based on the following:



- The nature of the risk;
- The vulnerability of this **particular person** to the risk;
- Whether the risk to this **particular person** has increased since the overthrow of the democratically elected government of Afghanistan.

The assessment will have regard to the vulnerability to risk of each individual and in particular to the vulnerability of close family members who are:

- Older persons;
- Children;
- Single female parents;
- Single women and girls;
- Persons with disabilities;
- Persons whose previous employment exposes them to risk (e.g. UN; EU staff).

If you have any documentary evidence of the risk to a beneficiary (i.e. they are named) that names them or shows why they, as an individual, are at a significantly increased risk, please submit it along with your application.

Information about events in the person's locality that are directly relevant to the risk to their freedom and safety will be considered in so far as they appear to have increased the risk following the events of August 2021.

Please note that all eligible beneficiaries are from the same country, Afghanistan, therefore all generic information about the country will not be sufficient as it does not differentiate between one person and another.

2A.19 – 2A.24 If the risk has something to do with their job or who they worked with, please provide supporting documentation such as per checklist.

The Department of Justice will not contact current or former Afghan national authorities to confirm details of employment.

The Department may contact international bodies, foreign governments or non-Afghan commercial entities where these were the employers and consent to do so is given.

Question 2A.25 Please note this question about your proposed beneficiary's social media accounts is not compulsory, but permitting access to those accounts may assist in verification of identity and vetting. Please ensure that you indicate proposed beneficiary's consent.

Section 3

Signature

You must sign and date the application form at Section 3.

If the signature is missing or is not dated, your application will be refused.



After you have signed and dated the application form, you must complete the statutory declaration in section 4 in the presence of a practicing solicitor, Commissioner for Oaths or Notary Public in Ireland.

If the declaration is signed and dated before the application form is signed, we will understand that you have not declared the content of the application form to the solicitor/Commissioner for Oaths/Notary Public who witnessed the declaration and your application will be refused.

Section 4 Statutory Declaration

You must complete and sign the statutory declaration in the presence of a practicing solicitor, Commissioner for Oaths or Notary Public in Ireland. **If it is not completed, or it is not completed fully, your application will be refused.**

You must enter your full names in the place indicated in paragraph 1 of section 4A. You must then place your initials in the box provided after each statement to show that you have read it and understood it.

The solicitor, Commissioner for Oaths or Notary Public who witnesses the declaration must state clearly that they have witnessed you completing the statutory declaration, they must stamp it with their office stamp, and sign and date it.

The statutory declaration is a legal document and it must be treated with appropriate care and attention. The consequences for making a false declaration can be serious and may include prosecution if the circumstances justify it.

If you do not agree with anything in the statutory declaration or you do not believe that one or more of the statements are true or correct, **you must not sign it.**

4A Declaration – to be completed by Declarant (Proposer)

A Statutory Declaration is a written Statement, declared to be true by you in the presence of an authorised person. By signing this Declaration you are stating that you agree with all of the statements in the statutory declaration.

Important:

- When completing the Statutory Declaration, clearly print your full name as you stated it in section **1A** of this form.
- Ensure that you sign and date the Statutory Declaration in the presence of the witness and that the witness signs and dates it in your presence.
- The date in this section must match the date provided by the witness in Section **4B**.



- The Witness must be resident in the State.
- ENSURE that the witness has ticked the relevant box showing how the witness has identified you.
- If you have identified yourself to the witness by presentation of an identity document you must provide a copy of that identity document with your Application.

Section 4B Witness Details

This section needs to be filled out by the authorised person who witnesses your declaration. This person must be a solicitor, Commissioner for Oaths or Notary Public in Ireland authorised to take and receive statutory declarations.

Section 5 Data privacy notice

The Data Privacy Notice contains information about how we will store and process the data that you submit in your application. You should read and understand this notice before you **sign it. If it is not signed, your application will be refused.**

As part of the application process, information is collected at first instance for the purpose of the application and the admission of the proposed beneficiaries to the State. Your data will be retained and it may also be processed for other purposes that are permissible within the confines of the law. Your data will be available to certain other State agencies and departments as set out in the notice.

You have the right to know what data is held about you by the Department of Justice and you can exercise this right as set out in the data privacy notice.



Section 6

Checklist

Print this checklist separately and check each item off as you complete the form. When you reach the end of the form, you will then have a record of everything that you have done. **You may want to keep a copy of the checklist for yourself.**

Place a tick in the box to confirm that you have completed each step.

Submitting the application by email or by post. (Please remember that all application forms received after 17:00 on the closing date of 24 February 2022 will be refused):

If submitting by email:

- all** of my documents have been certified as true copies of the originals
- I have checked that my email and the attachments have been sent correctly by my email software
- I have checked that my email and attachments have not been rejected by the AAP@justice.ie email software

If submitting by post:

- all** of my documents are either originals **or** have been certified as true copies of the originals
- I am using **Registered Post** and I am keeping the tracking number in case there is a delivery problem

Section 1

- Printed the guidance document to use while completing the form
- Read each section of the guidance before completing the corresponding section of the form
- Checked the closing date to make sure that I will submit the application form and documents on time

I have fully and completely answered the questions in each section about:

Section 1A, personal details:

- My surname and my forename(s) as it appears on my passport
- All previous names and the reasons for changing my name
- Date of birth, in the Western European calendar format (DD/MM/YYYY)
- Nationality and my place of birth, including the name of the town or village where I was born
- Gender
- I have inserted my PPSN on the Application Form



Documents (originals or certified copies):

- Passport
- National ID Card
- Other

Section 1B, my contact details:

- Full address including my Eircode
- Phone and mobile number, email address

Section 1C, legal residence

- My legal residence or immigration permission in Ireland, including the expiry date and the identifying numbers
- The date I first became a legal resident in Ireland and the length of time that I have been legally resident.

Documents (originals or certified copies):

- Naturalisation certificate
- Letter of immigration permission from the Irish Immigration Service
- IRP card (formally GNIB card)

Section 1D, my income:

- Employment status, e.g.: employed / unemployed / self-employed / home-maker / retired / etc.
- Payments received from Department of Social Protection (DSP) or another government department
- Total income from employment in euro from employment in 12 months ending 31/12/21
- Total annual income from all other sources, including payments from DSP or other government departments, in 12 months ending 31/12/21

Documents (originals or certified copies):

- evidence of my income (see the guidance for section 1D for what is required). Please state what you are including below**

Section 1E, where my proposed beneficiaries will live:

- I have selected where my beneficiaries are going to live in Ireland

Section 1F, my home:



- 1F.3 Details of all persons living in household

If I own my home:

- I have selected the type of proof that I am submitting with my application

Documents (originals or certified copies):

- The documentary proof of ownership that I selected

If I rent my home:

- My landlord or local authority has consented in writing (see section 1F in the guidance for details of what must be in the consent letter) original or certified copy
- Full contact details for my landlord and my RTB tenancy registration number
- Tenancy agreement original or certified copy

Section 1G, alternative accommodation:

- I have a letter detailing the offer of accommodation (see section 1G in the guidance for details of what must be in the letter)
- Full contact details of the person who has offered the accommodation
- Full address of the property, including Eircode
- The size in square metres (sqm), the number of bedrooms and the number of people already living there

Section 1G.1 Documents (originals or certified copies):

- Letter offering accommodation

Section 1G.2:

- Details of the owner of the property who has made the offer of accommodation

Section 1G.3:

- Property details

Section 1H Good Character statement

- I have answered every question truthfully
- If I answered yes to any of the questions, I must provide a separate sheet of paper giving full details.

Section 2, my proposed beneficiaries

- I have listed my proposed beneficiaries in the order in which I believe them to be most at risk compared to each other, with the first beneficiary in Section 2A being the person I believe is most at risk out of the up to 4 proposed beneficiaries allowed under the Programme.



- Each of my proposed beneficiaries has provided written confirmation that the data provided is accurate, can be shared and written proof of said has been enclosed.

Place ticks in the boxes for answers about each proposed beneficiary in sections 1, 2, 3 and 4

1	2	3	4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	selected the country where they live now
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surname, forename(s) as it appears on their passport
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All previous names and the reasons for changing name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relationship to me (mother, child, etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Selected the category this beneficiary falls under (see full details in section 2A in the guidance)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nationality, date of birth and place of birth, including the name of the town or village where they were born
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of birth is in the Western Calendar format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Passport number and expiry date and/or national identity card number and expiry date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full address where they live now, including house or apt number, street name, village/town/city, country and postcode
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If I have not given the full address, I have explained fully why I do not know it and why they cannot give me this information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explained how and why this person is at risk to their freedom and safety (see section 2A in the guidance for full details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submitted all of the documents for each beneficiary as listed below:
Documents (originals or certified copies):				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identity document with photo and date of birth (Passport, national ID or ID issued by a non-governmental organisation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of the <u>relationship to me</u> . (Birth certificates, or similar documents issued by a national authority – see section 2A in the guidance)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any documents available that might help explain how and why this beneficiary in particular is at risk to their freedom and safety. (Copies of these documents do not have to be certified)

2A.19 provide supporting documentation such as:

- Copy of workplace identity card, including registration number or employee number if available
- Copy of letter of appointment if available
- Copies of pay slips if available



Section 3, Signature

- I have **signed and dated** the application form at the end of Section 3

Section 4. Statutory declaration

- I declared the contents of the application form in sections 2 and 3 to the solicitor who witnessed my statutory declaration
- I completed part 4A of the statutory declaration in front of a solicitor, notary public or commissioner for oaths practicing in Ireland
- The solicitor explained to me what obligations I have as a result of making this statutory declaration
- I **signed** part 4A in front of the solicitor
- The solicitor, notary public or commissioner for oaths completed part 4B of the statutory declaration in full
- The solicitor notary public or commissioner for oaths stamped the statutory declaration and signed it personally

Section 5, Data privacy notice

- I have read the data privacy notice
- I have **signed and dated** the data privacy notice to show that I have read it and I understand it