

Regularisation of Long-Term Undocumented Migrants Scheme

Frequently Asked Questions

Immigration Service Delivery (ISD)

Frequently Asked Questions

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Section 1. Who qualifies for the scheme?

1.1 General criteria, applicable to all applicant types

You can apply for this scheme if you:

- Have met the required residency criteria (outlined below),
- Are of good character and of good conduct, and
- Have no adverse criminal record in this State or any other country.

Please be aware that if you fail to disclose any criminal convictions in this State or any other country it will result in your application being refused.

1.2 Types of applications

There are 4 types of applications who are eligible for this scheme, each with slightly different criteria:

1. Single application – you are applying just for yourself only [GO TO Section 1.3](#)
2. Family applications – as the principal applicant, you are only applying for yourself and a spouse/civil partner/de facto partner [GO TO Section 1.4](#)
3. Family applications – as the principal applicant, you are applying for yourself and your immediate family and there is a dependent minor child included in the application. There may be an adult child aged between 18 – 23 included in the application [GO TO Section 1.5](#)
4. Family application – as the principal applicant, you are applying for yourself and your immediate family and there is no dependent minor child included in the application, but there is a child aged between 18 – 23 included in the application. [GO TO Section 1.6](#)

1.3 Single and Principal applicants:

In order to qualify under this scheme, you must:

- Be a non EEA national, and
- Be over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last four years.

Please be aware that you must be able to provide evidence that you have been living undocumented in the State on a continuous basis for the previous **four years**, prior

to the commencement date of the scheme 31 January 2022, and continue to reside in the State undocumented from this date up to, and including, the date on which you submit your application.

Please note that if the principal applicant in a family application does not meet all of the relevant criteria applicable to the principal applicant, the principal applicant and all family members included in the family application will be refused under the scheme. See Section 4.1 of the policy document.

1.4 Family application – couple only

If you are the principal applicant and applying for permission for yourself and your spouse/civil partner/de facto partner only.

You as the principal applicant must meet the following criteria

- Be a non EEA national, and
- Be over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last four years.

Please be aware that you must be able to provide evidence that you have been living undocumented in the State on a continuous basis for the previous **four years**, prior to the commencement date of the scheme 31 January 2022, and continue to reside in the State undocumented on the date you submit your application.

Your spouse/civil partner/de facto partner must meet the following criteria:

- Be a non-EEA national, and
- Over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last two years.

Please be aware that they must be able to provide evidence that they have been living undocumented in the State, with you, the principal applicant for two years immediately prior to the commencement date of this scheme 31 January 2022, and continue to reside in the State undocumented with you from that date up to, and including, the date on which you submit the family application.

Please note that if the principal applicant in a family application does not meet all of the relevant criteria applicable to the principal applicant, the principal applicant and all family members included in the family application will be refused under the scheme. See Section 4.1 of the policy document.

1.5 Family application with at least one dependent minor child (under 18)

If there is at least one dependent child under 18:

The principal applicant must:

- Be a non-EEA national, and
- Be over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last **three** years.

Please be aware that you must be **able to provide evidence** that you have been living undocumented in the State on a continuous basis for the previous **three years**, prior to the commencement date of the scheme 31 January 2022, and continue to reside in the State undocumented from that date up to, and including, the date on which you submit the family application.

The spouse/civil partner /de facto partner of the applicant must:

- Be a non-EEA national, and
- Over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last **two years**, and
- Have been living with the principal applicant as a family unit for the last two years prior to the commencement date of the scheme on the 31 January 2022, and continue to reside in the State undocumented as a family unit on the date you submit the family application.

Children **under the age of 18** on the date that the scheme opens (31 January 2022), must:

- Be the child/step child/ adopted child of the principal applicant or the spouse/de facto/civil partner of the principal applicant, and
- Be residing with the principal applicant immediately prior to the publication of this Scheme on 13 January 2022, and
- Not be married or in a de facto/civil partnership.

Children **aged between 18 -23** on the date that the scheme opens (31 January 2022), and included in the application must:

- Be a non-EEA national, and
- Be the child/step child/ adopted child of the principal applicant or the spouse/de facto/civil partner of the principal applicant, and
- Not be married or in a de facto/civil partnership, and
- Have been living undocumented in the State continuously for the last two years, and
- Have been living with the principal applicant as a family unit for the last **two years** prior to the commencement date of the scheme 31 January 2022, and continue to reside in the State undocumented as a family unit on the date you submit the family application.

Please note that if the principal applicant in a family application does not meet all of the relevant criteria applicable to the principal applicant, the principal applicant and all family members included in the family application will be refused under the scheme. See Section 4.1 of the policy document.

1.6 Family application with at least one adult child aged between 18 -23 years, and no minor child (under 18) included in the application

If there is at least one adult child (aged 18 -23 years, on the date that the scheme opens - 31 January 2022), included in the family application, the principal applicant must:

- Be a non-EEA national, and
- Be over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last **four** years.

Please be aware that you must be able to provide evidence that you have been living undocumented in the State on a continuous basis for the previous four years, prior to the commencement date of the scheme 31 January 2022, and continue to reside in the State undocumented from that date up to, and including, the date on which you submit the family application.

The spouse/civil partner /de facto partner of the applicant must:

- Be a non-EEA national, and
- Over the age of 18 on the date that the scheme opens (31 January 2022), and
- Have been living undocumented in the State continuously for the last **two years**, and
- Have been living with the principal applicant as a family unit for the last two years prior to the commencement date of the scheme on the 31 January 2022, and continue to reside in the State undocumented as a family unit on the date you submit the family application.

Children **aged between 18 -23** on the date that the scheme opens (31 January 2022), and included in the application must:

- Be a non-EEA national, and
- Be the child/step child/ adopted child of the principal applicant or the spouse/de facto/civil partner of the principal applicant, and
- Not be married or in a de facto/civil partnership, and
- Have been living undocumented in the State continuously for the last two years, and

- Have been living with the principal applicant as a family unit for the last **two years** prior to the commencement date of the scheme on 31 January 2022, and continue to reside in the State undocumented as a family unit on the date you submit the family application.

If the child or children are over 23 years of age on the date that the scheme opens (31 January 2022):

Other children aged 23 and over living as part of the family unit, cannot be included in a family application, and they must submit an individual single application. See section 1.3.

Please note that if the principal applicant in a family application does not meet all of the relevant criteria applicable to the principal applicant, the principal applicant and all family members included in the family application will be refused under the scheme. See Section 4.1 of the policy document.

Other family scenarios:

- In cases where children 18 years of age or older are married or in a civil / de facto partnership with another person, they must make an application in their own right and meet the undocumented residence requirement and other eligibility criteria of a principal applicant, even if they are still residing with their parents.
- If you the principal applicant, have **your child/step child/adopted child over the age of 23**, who is living with you as part of the family immediately prior to 31 January 2022 and up to and including the date of application and **who suffers from a mental or physical disability** that renders independent living impossible, please contact undocumentedhelp@justice.ie before you submit your application. Please note you will be required to submit documentary medical evidence to confirm that your child is unable to reside independently.

More family scenarios

1.7 My spouse is undocumented in the State and qualifies as an individual applicant under the scheme. I currently have a permission to remain in the State. Am I eligible for a permission under the scheme if my spouse makes a family application for us?

- No. All persons included in a family application must meet the relevant applicable undocumented residency criteria to be eligible for this scheme. If you have held an immigration permission since 31 January 2022 or in the two years immediately prior to 31 January 2022, your

application will not be accepted.

- However, your spouse if they meet the eligibility criteria, would be entitled to apply in his/her own right.

1.8 I am undocumented in the State for over four years, but my wife does not have two years undocumented residency in the State. Can we apply as a family?

- No. Your wife does not meet the eligibility criteria for the scheme, and therefore cannot be part of your family application.

1.9 I am separated from my spouse and we no longer live together as a family. Can we submit a family application?

- No. The scheme criteria requires that you must have been residing continuously with the principal applicant as part of a family unit, for the two years immediately prior to 31 January 2022 and up to, and including, the date on which the family application is submitted.
- You can both submit a single person application (see Section 1.3) if you both meet the undocumented residency requirement, and other general criteria, for single applications outlined above.

1.10 My 20 year old child is no longer living with the principal applicant. Can they be included in the family application?

- No, they must make an application in their own right. They must also meet the criteria of continuously living on an undocumented basis in the State for the four years immediately prior to 31 January 2022 and up to, and including, the date on which they submit their application.

1.11 My elderly parents are living with me and my spouse and children in the same house. We have all been residing in Ireland without permission for the last five years. Can they be included in my family application?

- No. You may submit an application for you, your eligible spouse/civil partner/de facto partner and eligible children.
- Your parents must submit a separate family or individual applications.

1.12 I was previously granted permission based on my marriage. This permission was later revoked (*void ab initio*) as ISD made a finding that this was a marriage of convenience, and I do not hold a temporary immigration permission. Can I still apply under this scheme?

- If you meet the relevant undocumented residency criteria outlined above, then you may apply for this scheme. The reasons why your previous permission was revoked will be considered when assessing whether you meet the scheme eligibility requirement that you are of good character and conduct.

Deportation Orders

1.13 Can I apply if I have a live Deportation Order?

- Yes. Applications will be accepted for processing from applicants who hold a deportation order or if you have made an application to have your Deportation Order revoked, if you meet the relevant required undocumented residency and other criteria outlined above.
- The acceptance of the application form does not automatically mean that you will be granted permission under this scheme, or that your deportation order will be revoked.
- If you are successful and granted permission to remain under this scheme, then your Deportation Order will be revoked.
- If your application for permission under this scheme is unsuccessful, your Deportation Order remains valid, and you will be required to leave the State.

1.14 Can I apply if I have been issued with a proposal of intention to deport under Section 3(3)(a) of the Immigration Act, 1999?

- Yes. Applications will be accepted and processed from applicants who have been issued with a proposal of intention to deport notification under section 3(3)(a) of the Immigration Act, 1999, if you meet the required undocumented residency and other criteria outlined above.
- If you are successful, you will be granted permission to remain in the State, and your case under section 3(3)(a) of the Immigration Act 1999, will be closed.
- If your application for permission under this scheme is unsuccessful, your case under section 3(3)(a) of the Immigration Act will continue to be processed by the Repatriation unit.

International Protection Applicants

1.15 Can I apply if I have an application with the International Protection Office (IPO), and I have not received a final response, or I am currently appealing my decision with the International Protection Appeals Tribunal?

- The IPO are running a separate scheme for International Protection applicants that falls under the Catherine Day report. The IPO will be in contact with you if you are eligible for such a scheme.
- **This online application form is not for applicants in the International Protection Process.**
- Further information on the International Protection scheme will be available at: www.ipo.gov.ie

1.16 I was undocumented for over four years, but I applied for International protection last year, can I apply under this scheme?

- No. You cannot apply under this scheme. You do not meet the criteria for the scheme, as you currently hold a permission to reside in the State.
- Your international protection application will be processed by the International Protection Office/International Protection Appeals Tribunal, and they will inform you of their decision in due course.

Existing immigration permissions, including temporary permissions

1.17 I previously held an immigration permission which was revoked (*void ab initio*). I have since been issued a temporary permission by Immigration Service Delivery (ISD). Can I apply under this scheme?

- No. As you currently hold an immigration permission, you do not qualify under this scheme.
- You must meet the relevant undocumented residency criteria outlined above prior to and on the 31 January 2022 and, up to, and including, the date on which you submit your application.

1.18 I was previously undocumented in the State for over four years and I have recently obtained a temporary permission from ISD. Can I apply under this scheme?

- No. As you currently hold an immigration permission, you do not qualify under this scheme.
- You must meet the relevant undocumented residency criteria outlined above prior to and on the 31 January 2022 and, up to, and including, the date on which you submit your application.

If you have left the State

1.19 Am I allowed to have left the State for one short period while being undocumented, and still be eligible for this scheme?

- You are allowed to have one short absence only from the State up to a maximum of 60 days.
- You are also allowed to have obtained one 90 day visitors permission on your return to the State, following the above absence.
- This absence and permission will be disregarded for those who would otherwise have met the relevant undocumented residence requirements outlined in Section 1.3, 1.4, 1.5 and 1.6 above).

1.20 I was previously undocumented in the State for over four years, but I recently left Ireland. Can I apply for the scheme as a single applicant?

- No, you must show evidence that you have been residing undocumented in the State for the required undocumented residency period, outlined in Section 1, immediately prior to the commencement of the scheme on 31 January 2022, and up to, and including, the date on which you submit your application.
- Applications will not be accepted from persons who are not currently living in the State.

Section 2. Application Process

2.1 What documents do I need to submit as part of my application form?

A list the documents which will be accepted as part of your application are available at <https://www.irishimmigration.ie/regularisation-of-long-term->

[undocumented-migrant-scheme/required-documents-guide-regularisation-of-long-term-undocumented-migrants-scheme/](#)

- As part of the online application process, all adult applicants must provide evidence of their identity and their continuous undocumented residency in the State for either two, three or four years (see criteria above) immediately prior to the launch of the scheme on 31 January 2022, and up to, and including, the date on which you submit your application.
- If you are applying as a family unit, you must also provide evidence of the relationship between family members on the application form.
- 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.

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

[Submitting an application](#)

2.2 How can I submit an application?

- You must complete the online application form and submit it with all the required documentation at <https://inisonline.jahs.ie/user/login>
- You must submit your application form by clicking the submit button and pay the required application fee.
- You can only apply between 31 January 2022 and 31 July 2022 (inclusive).
- Incomplete application forms will be refused.
- ISD will not process applications that are saved in draft on your ISD online account.

2.3 When can I submit an application?

- The application window for the Regularisation of Long Term Undocumented Scheme opens on Monday 31 January 2022.
- If you meet the qualifying criteria of the scheme (see Section 1 above), you must apply before the scheme closes on the 31 July 2022.
- Please note that ISD will not in any circumstances accept applications outside of these dates.

2.4 Will I get an acknowledgement when I submit my application?

- Yes, you will receive an email confirmation once you submit your application online and pay the required application fee. This acknowledgement does not mean that you meet the criteria for the scheme. This email will also have your application reference number on it.

2.5 How long will it take to process an application?

- Processing times may vary depending on the complexity of the applications and the overall number of applications received by ISD for the scheme. Applications where there is an existing deportation order will require additional processing.

2.6 How can I contact ISD regarding the status of my application?

- **It would greatly assist us if you only contact ISD if it is absolutely necessary. This will allow ISD to devote the maximum time to the processing of applications.**
- You can email queries to undocumentedhelp@justice.ie.
- Please include your name, application reference number (this reference number will be on the email you receive once your application is submitted) and contact details.
- You must keep ISD informed of any change in circumstances via email to undocumentedhelp@justice.ie, for example a change of email, of home address etc. If you change your home address, you must notify this office immediately as your decision letter will be posted to this address. Please include your name, application reference number (this reference number will be on the email you receive once your application is submitted) and contact details.

2.7 Do I need to make my application for the Regularisation of Long Term Undocumented Migrants Scheme through a solicitor or a Non-Governmental Organisation (NGO)?

- There is no requirement for the application to be submitted through a solicitor or a NGO.
- All applications are processed in chronological order regardless of whether it was submitted by you or by a solicitor or NGO acting on your behalf.
- If you decide to use a solicitor or NGO to submit your application, your legal/NGO representative must attach a letter of authority confirming that they are acting on behalf of everyone included in the application. This letter must be signed by you and any family member over the age of 18, giving

them the authority to submit an application and correspond with ISD on you and/or your family's behalf. If there is a minor child included in the application, you as the parents/guardians can sign the letter of authority on behalf of the minor child.

- Please note that the primary applicant in a family is able to submit an application for the other members in the family application. You do not need to submit a letter of authority from the other family members.

Fees for the scheme

2.8 Is there an application fee?

- Yes there is an application fee:
 - The application fee for single applications is €550.
 - The application fee for all types of family application is €700
 - The application fee must be paid using a debit or credit card only.
- You are required to pay this application fee in full when you are submitting your online application form, otherwise you will not be able to submit your application.
- This **application processing fee is non-refundable in all cases**. Therefore, you should ensure that you are eligible for the scheme before applying. Please see Section 1 above.

2.9 Will successful applicants have to pay a registration fee to register their permission?

- Each successful applicant over the age of 18 will be required to pay the **registration fee of €300**. This is part of the standard registration process that applies to all immigration permissions. There is no registration fee for successful applicants aged under age of 18, on the date they are registering their permission.
- All successful applicants over the age of 16, who are granted permission under this scheme, will be required to register their immigration permission at their local immigration office.

eVetting and issues relating to criminal records

2.10 What is the eVetting process?

- eVetting is a process to check whether you have a criminal record. The process is carried out via an online form, details of which will be sent to you by email.
- An eVetting disclosure will provide a statement that there is no criminal record information to disclose in respect of you in Ireland or elsewhere, or a statement of criminal record information in Ireland or elsewhere as the case may be.

2.11 Why do I have to undergo eVetting?

- One of the qualifying criteria that you must meet, in order to be granted permission under this scheme, is that you are of good character and conduct.
- As part of the application process, all applicants over the age of 16 will be required to undergo eVetting.

2.13 Why is the eVetting process?

Step 1:

If you are over the age of 16, before we make a decision on your application, you will receive an invitation from the Undocumented Scheme Unit to complete an e-vetting application. Evetting is a check carried out by An Garda Síochána to establish whether persons have a criminal record. You must complete this process.

You will be asked to provide:

Your name

Date of birth

Email address and contact telephone number

Current address

Authorisation to the Garda National Vetting Bureau of An Garda Síochána to supply the Undocumented Scheme Unit of the Department of Justice a statement that there is no criminal record information to disclose in Ireland or elsewhere, or a statement of criminal record information in Ireland or elsewhere as the case may be.

Step 2:

After the Undocumented Scheme Unit receives your signed invitation form by email (step 1), you will:

- Receive an email from the National Vetting Bureau with a direct link to the online vetting application form
- Have 30 days to complete and submit the online vetting application

You will need to provide the following information:

- Name at birth
- Place of birth
- Passport Number
- Mother's maiden name
- All addresses in Ireland and abroad that you have lived at since birth. You will be required to enter full postcodes (6 characters) for any Northern Ireland address at which you resided.
- Any other names you may be known by
- Details of any convictions you have (in Ireland or elsewhere).

You will have the opportunity to review the information you have inputted and once you are happy with the details you can submit the completed vetting application.

Step 3:

Your completed vetting application will be assessed by the Undocumented Scheme Unit. If there are any issues with the application it will be returned to you. Otherwise the application will be forwarded to the National Vetting Bureau.

A vetting disclosure will be provided by the National Vetting Bureau to the Undocumented Scheme unit and this will be reviewed as part of the decision making process on your application.

E-vetting is conducted by the Garda Síochána National Vetting Bureau. The National Vetting Bureau is part of An Garda Síochána.

2.14 Can I provide a Police Clearance certificate, instead of doing the eVetting process?

- No. You cannot provide a Police Clearance Certificate instead. Garda vetting is not the same as getting a Police Clearance Certificate.

2.15 Can I track my eVetting application?

- You can check the progress of your eVetting application by clicking on the link we send you in our invitation email and then clicking on 'TrackApplication'.

2.16 As part of the criminal declaration form on my application, do I need to tell you about spent convictions?

- Yes. Section 8 of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, states that you must declare your spent convictions when applying for permission to remain in the State. Section 5 of the Act defines what is a spent conviction. This Act is available at www.irishstatutebook.ie/eli/2016/act/4/section/8/enacted/en/html
- You must give details of spent convictions in both your Undocumented Scheme application and eVetting application. We need to know about all offences no matter where they happened or how long ago. This includes "spent" convictions. You are responsible for giving us full details of all your convictions as part of your application.
- You must give details of any charges pending against you at the date you submitted your application, and keep the Undocumented Scheme Unit informed on any charges against you, during the processing of your application under this scheme.
- Failure to inform ISD of any conviction/charges against you, may result in your application being refused or any permission granted to you being revoked.

2.17 My child is under the age of 18, can they give their permission to be eVetted?

- Every applicant over the age of 16 must undergo eVetting. For children aged between 16 and 18, a consent form must be signed and submitted by a parent or guardian. The form will be given to parents or guardians by the Undocumented Scheme Unit.

2.18 The details in my vetting disclosure issued by the National Vetting Bureau are incorrect. What can I do?

- If you do not agree with the details in the vetting disclosure you can tell us why and we will look into it for you. You need to email us at undocumentedhelp@justice.ie and tell us in detail what parts you don't agree with. We will send your query and explanation to the National Vetting Bureau and ask them to re-check it.

Email Addresses

2.19 Why do I need to give my personal email address as part of the application form under the scheme?

- A personal e-mail address is required for all applicants, as acknowledgements of receipt of application will only be sent by e-mail.
- Also in order to complete the eVetting process of the application, you must submit a personal email address, so that ISD can send you the eVetting form. Under Data Protection legislation, we cannot send communications in relation to an eVetting request to a third party.
- Prior to you submitting your application online to ISD, you will be able to change your email address on your application form.
- If you have changed your email address after your application has been submitted, you will have to email undocumentedhelp@justice.ie to inform us of the change in your email address. Please include your name, reference number (available on your acknowledgement email) and contact details in this email.

2.20 Can I use someone else's email address in the application form?

- No, all applicants over the age of 16 must submit a personal email address. This email address is used for you to obtain emails in relation to your application.
- All applicants over the age of 16 are required to undergo eVetting. The eVetting invite can only be sent to the applicants personal email address. If you do not submit a personal email address we cannot send you the eVetting invitation, and we will be unable to process your application, and your application may be refused.
- It is important you have regular access to the email address you provide as part of your application. You should also check your spam/junk folder on a regular basis.

Section 3. Application Successful

3.1 What happens if my application is successful?

- You will receive a decision letter from ISD in the post if your application is successful, granting you permission on a stamp 4 basis for two years. (This is a very important letter, so please keep it somewhere safe.)
- If you are over the age of 16, you must attend at your local immigration office to register your permission. Please note that you are legally required to register your permission.
- If you live in Dublin City or County Dublin you will need to attend Burgh Quay Registration Office to register your permission and receive your Irish Residence Permit. You **must** make an appointment to register in Burgh Quay using the online appointment system. Further information is available at <https://www.irishimmigration.ie/registering-your-immigration-permission/>
- If you live anywhere in the State except for Dublin City or County Dublin, you **must** register at your local Garda Registration Office. Further information is available at <https://www.irishimmigration.ie/registering-your-immigration-permission/>
- If you are 18 years of age or older, you will be required to pay the registration fee of €300.
- When registering, you must bring with you your letter granting you permission under the scheme and your valid passport, and pay the registration fee if over 18 years of age. Failure to produce these documents may result in the Immigration Officer refusing to register you. If you are aged between 16 and 18, you must bring your parent/guardian with you.

3.2 What are the conditions attached to my permission?

All successful applicants under this scheme will be granted permission on Stamp 4 conditions to remain in the State:

- You must not come to the adverse attention of the Gardaí (Irish police) or immigration authorities.
- You must reside continuously in the State.*
- You accept that your permission does not give any other person, related to you or not, any right or legitimate expectation to enter or remain in the State.

* Continuous residence means you must live in the State for the period covered by this temporary permission to remain. Continuous residence allows you to leave the State for reasonable periods of absence for:

- holidays,
- exceptional family circumstances, or
- commitments you have outside the State arising from business or employment carried out within the State.

3.3 What does a stamp 4 permission allow me to do?

Your stamp 4 permission allows you to:

- work without an Employment Permit, and in a profession, subject to conditions of the relevant professional or other bodies;
- set-up and operate a business; and
- access state funds and services as decided by Government departments or agencies.

You can get more information on the general conditions for Stamp 4 permissions at <https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/>

3.4 When this two year permission is about to expire, what should I do?

- A month before the expiry of this two year permission, you must contact your local immigration office in order to renew this permission. Information on renewing your permission is available at <https://www.irishimmigration.ie/registering-your-immigration-permission/how-to-renew-your-current-permission/>

3.5 When I renew my permission, how long will it be renewed for?

- When you are issued with your letter granting you permission under the scheme there are a number of conditions attached to this permission. If you do not break these conditions, your permission will be renewed for a further three years on stamp 4 permission.
- You may be asked to submit a copy of the original letter granting you permission under the scheme on renewal of your permission, so it is important that you keep this letter in a safe place.

3.6 If I am granted a permission under this Scheme and I do not register my permission with my local Immigration Officer, will I be granted a renewal of this permission when it expires?

- No. Under Irish Immigration legislation, all non EEA nationals in the State over the age of 16 are required to register their permission with their local immigration office. If you do not register your permission granted under the scheme, it may not be renewed when it expires, and any future applications with ISD, and other Government Departments/Agencies may also be impacted.

- You must register your permission - it is an offence not to do so.
- All applicants over the age of 18 will have to pay the registration fee of €300 and your registration will be valid for 2 years.
- Children under the age of 16 are currently not required to register with their local immigration office. Once they turn 16 they must present to their local immigration office in order to complete their first registration in the State. They must bring their letter granting permission, valid passport, and their parent/guardian with them in order to be registered.

3.7 If I am granted permission on stamp 4 conditions, can my family members also obtain permission?

- Only eligible family members who were included in your family application and also received an approval letter granting them permission under this scheme, can obtain permission under this scheme

3.8 After I have been granted permission under the scheme, can I bring my family to Ireland to live with me?

- Permission granted under this scheme does not give any other person, whether related to you or not, any right or legitimate expectation to enter or remain in the State with you.
- If you wish to bring additional family members into the State, after you have been granted permission under this scheme, you may be eligible under the Policy on Non EEA Family Reunification at a future date. The eligibility details are set out in the policy document which is available at <https://www.irishimmigration.ie/wp-content/uploads/2021/04/Policy-document-on-Non-EEA-family-reunification.pdf>

3.9 I have been granted permission to remain in the State, can this permission be revoked?

- It is important to note that this permission to remain in the State is granted to you on the basis that you have met the criteria of the scheme as published and that you have not provided any false or misleading information as part of the application process. It is also subject to the result of enquiries as to whether or not you have obeyed the laws of the State or another jurisdiction, have not been convicted of any offence and 'and that you are of good character and conduct.
- In the event that information comes to the attention of the Minister which is relevant to the granting of your permission under the scheme, the Minister may re-consider your status in the State and may revoke your permission. In the event that this occurs, the Minister may propose to deport you from the State.
- The following, which is not an exhaustive list, are some of the types of information which may lead to the Minister revoking your permission:

- Information that shows that you have not complied with the conditions of your permission;
- Information which relates to your character or conduct (whether prior to or subsequent to the granting of your permission), including criminal convictions;
- Information that indicates that you have provided misleading or inaccurate information to the Minister or to other authorities of the State.

Section 4. Application Unsuccessful

4.1 What happens if my application is unsuccessful?

- The Immigration Service will send you a letter to explain to you why your application is unsuccessful/refused.
- You can request an appeal of the decision on your application within 30 working days of the date of your refusal letter.
- You must submit this appeal online at <https://inisonline.jahs.ie/user/login>
- You should refer directly to the reasons set out by the Immigration Service as to why your application was refused.
- You should state why you do not agree with the decision by the Immigration Service.
- Any statements you make as part of your appeal application should be supported by documentary evidence.

4.2 If I appeal my decision, what documents do I need to submit as part of the appeal application?

- Your refusal letter will outline the reasons why your application was unsuccessful. In your appeal application you are asked to provide documentation to address the refusal reasons on your original application. In your appeal application, you can submit additional documentation to show why you qualify under the criteria of the scheme.
- Please do not re-submit documentation that you already submitted as part of your application under the scheme.

4.3 If my application is unsuccessful, can I get a refund?

- No, the application fee is **non refundable**. Please ensure you are eligible for this scheme before making an application.

Section 5. Additional Questions

5.1 Will I be granted a temporary permission while my application is being processed?

- No. You will not be granted a temporary permission while your application is being processed.

5.2 I have been convicted of a criminal offence in the State, am I eligible to apply for the Regularisation Scheme?

Eligibility under the scheme is subject to the good character and conduct of each applicant i.e. individual applicants, and principal applicants and each family member

The Immigration Service will take into consideration information from An Garda Síochána and other public authorities regarding any behaviour of a criminal nature considered to be contrary to the common good and/or public policy and may refuse to grant a residence permission to any applicant on that basis.

The scheme, which is based on the executive authority of the Minister, aims to confer a benefit on applicants and does not involve consideration by the Immigration Service of any statutory rights to residence arising in respect of an individual.

It is a matter for the Immigration Service to determine whether an applicant satisfies this requirement and all information relevant to the applicant will be considered.

While each case will be considered on its own merits, it is expected that [verya](#) minor convictions will not, of themselves, result in the refusal of an application.

All persons in the application process over 16 years of age will be required to undergo Garda vetting.

It is important that you provide full details of any pending charges or convictions in your application. Failure to do so may result in your application being refused, or any permission granted being withdrawn. You must also inform this office of any charges/convictions you receive after you submit your application and prior to a decision being made on your application under this scheme.

5.3 I have been charged with a criminal offence and I am awaiting trial. Will this affect my application?

Eligibility under the scheme is subject to the good character and conduct of each applicant i.e. individual applicants, and principal applicants and each family member.

The Immigration Service will take into consideration information relating to applicants' character and conduct, including information from from An Garda Síochána and other public authorities regarding any behaviour of a criminal nature considered to be contrary to the common good and/or public policy and may refuse to grant a residence permission to any applicant on that basis.

The scheme, which is based on the executive authority of the Minister, aims to confer a benefit on applicants and does not involve consideration by the Immigration Service of any rights to residence arising in respect of an individual.

It is a matter for the Immigration Service to determine whether an applicant satisfies the requirement to be of good character and conduct and all information relevant to the applicant will be considered.

While it is recognised that in relation to criminal charges pending against an applicant, the person enjoys, in criminal law, a presumption of innocence until proven guilty beyond a reasonable doubt, it should be noted that the consideration of good character and good conduct in relation to applications under the scheme is not subject to any presumptions or the standard or burden of proof applicable to criminal proceedings.

All persons in the application process over 16 years of age will be required to undergo Garda vetting.

It is important that you provide full details of any pending charges or convictions in your application. Failure to do so may result in your application being refused, or any permission granted being withdrawn. You must also inform this office of any charges/convictions you receive after you submit your application and prior to a decision being made on your application under this scheme.

5.4 As part of the application process, can I be required to submit DNA evidence, to prove that I am the biological parent of the child on my application form?

- The Minister can request DNA evidence as part of the application process. As part of the application process, you must submit certain documentation and information, in order to satisfy us that you are the biological parent of the child included in the family application, prior to us making a decision on your application.
- The Immigration Service Delivery reserves the right to request you to submit reliable DNA evidence as part of your application, if we hold any doubts that

you may not be the biological parent of the child included in your family application. It is your responsibility to obtain such DNA evidence, to satisfy the Minister for Justice that you are the biological parent of the child.

- There is no obligation to submit to such a request. However, if you refuse to provide DNA evidence, a negative inference may be drawn which may be taken into account in light of all of the other evidence and documentation submitted.

5.5 Will Immigration Service Delivery pay for this DNA test?

- No, you must pay for the DNA test.

5.6 Where can I go to get a DNA test?

- You must use a Court Approved DNA Service. The service provider must be able to show chain of custody for the DNA sample, and must confirm the identification of the persons who submitted the sample using photographic identification.
- Home DNA tests will not be accepted as proof of parentage. When you have made the appointment for your DNA test, you must email the Regularisation of Long Term Undocumented Migrants Scheme unit at undocumentedhelp@justice.ie with the time and location of your test. Representatives from this Department may be required to attend the test.

5.7 How do I group documents into one PDF?

- The simplest method is to **use File > New Document**, and choose the option to Combine Files into a Single PDF.
- A file-list box will open.
- Drag in the files that you want to combine into a single PDF.
- You can add PDF files, or any combination of text, images, Word, Excel, or PowerPoint documents into the list.
- Please see link: - <https://www.adobe.com/ie/acrobat/online/merge-pdf.html>