



2020-11

- This form must be completed in **BLOCK CAPITALS**. Where indicated, please place a tick (✓) in the appropriate box.
- All sections must be completed. The declaration in **Section 6** must be signed. Incomplete applications cannot be processed and will be returned.
- Please note that certain documents are required to be submitted with this form. Please refer to the checklist in **Section 5** of this form. All documents should be submitted as photocopies. No original documents should be submitted with this application. Original documents may be requested by this office during the course of your application.
- If you are unable to provide any of the information or details requested in any of the relevant sections, please explain the reasons in a letter and enclose it with this application form.
- You may be required to attend for an interview in connection with this application.
- While your application is being processed at this office, the onus is on you, the applicant, to advise this office of any change in your circumstances and submit new supporting documentation as appropriate.

1.1 Original Residence Card Application ID Number *(if known)*

1.2 Person ID Number *(if known)*

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1.3 Surname / Family name *(as in passport)*

[illegible]

1.4 Forename(s) *(as in passport)*

[illegible]

1.5 Other name(s) (maiden name, name at birth, any other names by which you are or have been known)

L.6 Date of Birth

	/		/	
Day		Month		Year

1.7 Gender (*please tick*)

Male Female

1.8 PPS Number

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1.9 Nationality

[illegible]

1.10 Current Residential Address in Ireland

[illegible]

1.11 Old Department Reference Number *(if applicable)*

6	9	/						/		
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1.12 Contact Telephone Number

[illegible]

1.13 Email Address

Section 2 Details of EU Citizen

[illegible][illegible]

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6	9	/							/		
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Day	Month	Year	

☐ Male
 ☐ Female

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[illegible][illegible]

Section 3 Basis of Retention of Rights

☐ (A) Divorce or annulment of marriage to EU citizen, or annulment or dissolution of civil partnership with EU citizen

☐ (B) Death of EU citizen

☐ (C) Departure of EU citizen from the State

Please fill out Part A, Part B or Part C below as applicable to the circumstance identified.

(A) Divorce, annulment or dissolution of marriage or civil partnership

Day	Month	Year	

		/			/				
Day			Month			Year			

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☐ By agreement with the EU citizen ☐ By court order ☐ No Minor Children

Day
Month
Year

(B) Death of EU citizen

3.8 Date of death of EU citizen

Day	Month	Year	

3.9 Number of minor children of the EU citizen of whom the applicant has legal custody in the State:

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3.10 Are one or more children of the EU citizen enrolled in an educational establishment in the State?

☐ Yes ☐

(C) Departure of EU citizen from the State

3.11 Date of departure of EU citizen from the State

Day		Month		Year			

3.12 Number of minor children of the EU citizen of whom the applicant has legal custody in the State:

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3.13 Are one or more children of the EU citizen enrolled in an educational establishment in the State?

☐ Yes ☐

3.14 Basis of legal custody of minor children of the EU citizen: *(please tick)*

☐ By agreement with the EU citizen ☐ By court order

3.15 Any other relevant information or circumstances

Section 4 Applicant's current activity in the State

4.1 Applicant's current activity in the State *(please tick)*

<input type="checkbox"/>	Employment	<input type="checkbox"/>	Self-employment	<input type="checkbox"/>	Residing with sufficient resources
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4.2 Name of employer or business

[illegible]

4.3 Address of workplace or business

[illegible]

4.4 Contact email address of employer, business or college

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4.5 Contact telephone number for employer, business or college

[illegible]

4.6 Date of commencement of activity

Day Month Year

4.7 Details of sufficient resources or social welfare (if applicable)

Section 5 Document Checklist

Please provide **photocopies** of the documents requested below. Identity documents and civil certificates should be photocopied in colour and photocopies should include all pages (including blank passport pages).

Evidence of identity (✓)

☐

Passport of applicant

☐

Two passport-size photos of applicant

Evidence of applicant's current activity in the State (✓)

Employment

☐

Current letter from employer setting out terms, conditions and hours of employment **AND/OR** Signed contract of employment

☐

Two recent payslips

☐

Most recent P60 or Tax Credit Certificate (or equivalent)

Self-employment

☐

Agreed Tax Assessment from the Revenue Commissioner for the last financial year *(if applicable)*
OR Letter of Registration for Self-Assessment (Income Tax) from the Revenue Commissioner

☐

Receipts issued for sales or services in the last six months

☐

Bank statements of the business for the last six months

Residing with sufficient resources

☐

Evidence of financial resources and corresponding bank statements

☐

Current letter from Department of Social Protection with details of benefit claims

☐

Letter from private medical insurance provider

Evidence of residence in the State (✓)

If Renting

☐

Letter from landlord/agency, tenancy agreement, or Letter of Registration from Private Residential Tenancies Board

☐

Utility bills

If Home-owning

☐

Letter from mortgage provider, local authority or County Council

☐

Copy of title or deeds as applicable

☐

Utility bills

Please provide the following documents as applicable.

Evidence of divorce, annulment or dissolution

☐

Decree of divorce, nullity or dissolution

☐

Evidence of date of initiation of divorce or annulment proceedings

☐

Evidence that marriage or civil partnership has subsisted for at least 1 year in the State

☐

Evidence of the activity and residence of the EU citizen at time of divorce, annulment or dissolution

Evidence of death of EU citizen

☐

Death Certificate

Details of children of the EU citizen in the State

☐

Letters from educational establishments

☐

Birth certificates of children

☐

Written agreement of EU citizen granting custody or right of access *(if applicable)*

☐

Court order appointing custody or right of access *(if applicable)*

Section 6 Declaration

This declaration should be signed and dated by the applicant or by the parent or guardian of an applicant under the age of 18.

The information I have given is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of me. I confirm that if, before my application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the EU Treaty Rights Division of the Department of Justice in writing immediately. I understand that any false or misleading information or fraudulent supporting documentation submitted will result in the refusal of this application.

I understand that, under Section 8 of the Immigration Act 2003 and Regulation 26 of the European Communities (Free Movement of Persons) Regulations 2015, the data in this application may be disclosed to other Irish Government Departments as well as to public authorities of the Member States of the European Union and European Economic Area (EEA) for purposes connected to this application. I acknowledge that the EU Treaty Rights Division may make enquiries to confirm any of the details or documents provided by me in this application, including my participation in an interview process.

I am aware that a person who asserts an entitlement to any rights on the basis of information which he or she knows to be false or misleading in a material particular shall be guilty of an offence and shall be liable, on summary conviction or conviction on indictment, to a fine or term of imprisonment, or both, as set out in Regulation 30 of the European Communities (Free Movement of Persons) Regulations 2015.

Signed by applicant

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Date

		/			/				
Day			Month			Year			

Submission of incomplete forms or failure to submit all requested documentation will result in the automatic return of your application.

All documents submitted should be photocopies.

Please return completed forms and documents to:

**Retention of Rights
EU Treaty Rights Division
Immigration Service Delivery
Department of Justice
13/14 Burgh Quay
Dublin 2, D02 XK70**

Privacy Notice

1. The data you provide in this form is collected by the immigration Service Delivery (ISD), a part of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: EU Treaty Rights Division, Immigration Service Delivery, Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
2. You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52 **or** by email – dataprotectioncompliance@justice.ie
3. We will use the personal data you provide in this form for the following purposes
 - ☐ Assessing your entitlement to reside in the State as the family member of the EEA National named in your application.
 - ☐ We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.
4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:
 - ☐ Directive 2004/38/EC
 - ☐ Regulation 26 of the EC (Free Movement of Persons) Regulations 2015, and
 - ☐ Section 8 of the Immigration Act, 2003
5. The personal data provided here will be stored securely in databases of Immigration Service Delivery [and the Garda National Immigration Bureau's databases]. It may be shared, if necessary, with the following third parties:
 - Government Departments and Agencies,
 - An Garda Síochána,
 - EEA Competent authorities,
 - EEA police forces.
 - Individuals with your consent, for example, employer, landlord.
 - Service providers of the Department of Justice, for example data handling and storage providers, producer of Residence Card/Irish Residence Permit
6. The personal data you provide in this form is necessary for us to determine if you meet the criteria for a residence card as the family member of the EEA National named by you. If this data is not provided, your application cannot be processed.

7. This data may be retained until ISD can be sure that you will have no further contact with the immigration services. This may be an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.
8. Both you and the EEA National have the right to request access to, and a copy of any personal data pertaining to you or them that we process. You can do this by filling in a Subject Access Request form, available at www.justice.ie, and sending it to dataprotectioncompliance@justice.ie. You may be required to verify your identity before we send the information to you.
9. You or the EEA National have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you or the EEA National should write to EU Treaty Rights Division, Immigration Service Delivery, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.
10. You or the EEA National have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on www.dataprotection.ie.

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

Name _____

Signature (Applicant) _____ Date _____

Name of Parent/Guardian of applicant aged under 18 years _____

Signature of Parent/Guardian _____ Date _____

Signature (EEA Citizen) _____ Date _____