







**3.4** Email address of employer, business or college

**3.5** Contact telephone number for employer, business or college

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**3.6** Date of commencement of activity

Day		Month		Year			

**3.7** Details of sufficient resources or social welfare (if applicable)


**3.8 Previous activities of the EEA national or United Kingdom in the State in the last 5 years**

Please provide details of activities in the State for a continuous period of five years. If you require additional space, please use **Annex B**, which can be found with this application form on the Immigration Service website at <https://www.irishimmigration.ie>

**NOTE:** For "Details of activity" in this section, please provide the following as applicable: name and address of workplace; name and address of business; address of college and course title; type of social welfare received; details of resources (e.g. pension).

<b>Details of activity</b>	<input type="checkbox"/> Employment	<input type="checkbox"/> Study	
	<input type="checkbox"/> Self-employment	<input type="checkbox"/> Residing with sufficient resources	
	<input type="checkbox"/> Involuntary Unemployment		
	<b>From</b>	<input type="text"/>	
	<b>To</b>	<input type="text"/>	
	Day	Month	Year

<b>Details of activity</b>	<input type="checkbox"/> Employment	<input type="checkbox"/> Study	
	<input type="checkbox"/> Self-employment	<input type="checkbox"/> Residing with sufficient resources	
	<input type="checkbox"/> Involuntary Unemployment		
	<b>From</b>	<input type="text"/>	
	<b>To</b>	<input type="text"/>	
	Day	Month	Year

<b>Details of activity</b>	<input type="checkbox"/> Employment	<input type="checkbox"/> Study	
	<input type="checkbox"/> Self-employment	<input type="checkbox"/> Residing with sufficient resources	
	<input type="checkbox"/> Involuntary Unemployment		
	<b>From</b>	<input type="text"/>	
	<b>To</b>	<input type="text"/>	
	Day	Month	Year

<b>Details of activity</b>	<input type="checkbox"/> Employment	<input type="checkbox"/> Study	
	<input type="checkbox"/> Self-employment	<input type="checkbox"/> Residing with sufficient resources	
	<input type="checkbox"/> Involuntary Unemployment		
	<b>From</b>	<input type="text"/>	
	<b>To</b>	<input type="text"/>	
	Day	Month	Year

**If seeking entitlement to permanent residence after cessation of employment or self-employment**

**3.9 Reason for cessation of employment or self-employment (please tick)**

Retired       Permanently incapacitated       Occupational illness       Other

**3.10 Date of cessation**

		/			/				
Day			Month			Year			

If reason is "Other", please specify:


**Section 4 Previous addresses in the State**

In this section, please provide details of all previous addresses in the State for the applicant and the EEA national or United Kingdom national in the last five years. If you require additional space, please use **Annex A**, which can be found with this application form on the Immigration Service website at <https://www.irishimmigration.ie>

**Address**


**Date residence began**

		/			/				
Day			Month			Year			

**Date residence ended**

		/			/				
Day			Month			Year			

**Residential status**

Owing       Renting

**Address**


**Date residence began**

		/			/				
Day			Month			Year			

**Date residence ended**

		/			/				
Day			Month			Year			

**Residential status**

Owing       Renting

**Address**


**Date residence began**

		/			/				
Day			Month			Year			

**Date residence ended**

		/			/				
Day			Month			Year			

**Residential status**

Owing       Renting

**Address**


**Date residence began**

		/			/				
Day			Month			Year			

**Date residence ended**

		/			/				
Day			Month			Year			

**Residential status**

Owing       Renting

## 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

- |  |  |
|--|--|
| <input type="checkbox"/> Passport of applicant                 | <input type="checkbox"/> Passport or National Identity Card of EEA national or UK national |
| <input type="checkbox"/> Two passport-size photos of applicant | <input type="checkbox"/> Two passport-size photos of EEA national or UK national           |

### Evidence of relationship of applicant to EEA national or United Kingdom national

Please provide supporting documents relevant to your family relationship as per Section 1.13 of this form.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Civil Marriage Certificate<br>(For Spouse) | <input type="checkbox"/> Partnership Certificate<br>(For Recognized Civil Partner) | <input type="checkbox"/> Birth Certificate(s)<br>(for Child, Parent or Sibling) |
|---|--|---|

For "De facto partner" or "Other family dependent", please specify supporting documents enclosed:

### Evidence of activities in the State

Please provide supporting documents for economic activities. Documents should pertain to the EEA national or the United Kingdom national only, as per Section 3 of this form, except where Section 1B has been used.

#### (A) For each period of **Employment**

- Letter from employer setting out terms and conditions of employment or signed contract of employment
- P60s or Employment Detail Summary for the last five years (or as applicable)

#### (B) For each period of **Self-employment**

- Agreed Tax Assessment from the Revenue Commissioners for each applicable financial year
- VAT3 receipts (if applicable)
- Bank statements of the business for a six-month period, and corresponding invoices or receipts issued

#### (C) For each period of **Study**

- Letter from college/course provider including course description, start date and completion date
- Letter from private medical insurance provider showing comprehensive sickness insurance
- Bank statements and other evidence of financial resources

#### (D) For each period of **Involuntary Unemployment**

- Letter from Department of Social Protection with details of benefit claims
- Letter from Employment Services Office (or SOLAS) acknowledging registration as a jobseeker
- Letter from prior employer outlining circumstances of redundancy
- P60s or Employment Detail Summary for prior two years of employment

#### (E) For each period while **Residing with sufficient resources**

- Evidence of financial resources and corresponding bank statements
- Letter from Department of Social Protection with details of benefit claims or confirmation of no claims
- Letter from private medical insurance provider showing comprehensive sickness insurance and evidence of payment

### Evidence of residence of applicant and EU citizen in the State for a continuous period of 5 years

#### For each residential address while **Renting**

- Letter from landlord/agency, tenancy agreement, or letters of Registration from Residential Tenancies Board
- Utility bills in the names of both applicant and EEA national or United Kingdom national for each year of residence

#### For each residential address as the **Home-owner**

- Letter from mortgage provider, local authority or County Council
- Title or deeds as applicable
- Utility bills in the names of both applicant and EEA national or United Kingdom national for each year of residence

### Evidence of cessation of employment or self-employment of EEA national or United Kingdom national (if applicable)

- Documentary evidence of cessation of employment or self-employment, outlining the circumstances of cessation
- Documentary evidence of receipt of a state pension (contributory or non-contributory), or an allowance, benefit or supplement with respect to a disability, injury or illness

## Section 6 Declarations

### Applicant

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

I hereby apply for permanent residence for myself. 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, as amended, the data in this application may be disclosed to other Irish Government Departments as well as to public authorities including those in 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, as amended, and Regulation 21 of the European Union (Withdrawal Agreement) (Citizens' Rights) Regulations 2020.

**Signed by applicant**

**Date**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

### EEA national or United Kingdom national

**This declaration should be signed and dated by the relevant European Union, EEA or Swiss citizen or United Kingdom national.**

The information given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are of a true likeness of me. I confirm that if, before the 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, as amended, 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 as amended, and Regulation 21 of the European Union (Withdrawal Agreement) (Citizens' Rights) Regulations 2020.

**Signed by EU, EEA or Swiss citizen or United Kingdom national**

**Date**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

**Please note submission of incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. All documents submitted with this application should be photocopies.**

Please return completed forms and documents to:

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

## **Data privacy notice**

### ***Introduction***

1. The data you provide is collected by EU Treaty Rights Division in Immigration Service Delivery (ISD), a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and 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

### ***How will your personal data be used?***

2. We may use the personal data you provide in your application for the purpose of:
  - assessing your entitlement or continued entitlement to reside in the State as the family member of the EEA national named in your application, or
  - assessing your entitlement or continued entitlement to reside in the State as the family member of the UK national named in your application, or
  - assessing your entitlement or continued entitlement to permanent residence in the State as an EEA national,
  - assessing your entitlement or continued entitlement to permanent residence in the State as a UK national.

### ***Legal Basis for processing your Personal Data***

3. Our legal basis for collecting and processing this data is in accordance with Section 8 of the Immigration Act 2003 and to fulfil the function of the Minister for Justice in relation to asylum, immigration (including visas) and citizenship matters as designated in the Ministers and Secretaries Act 1924 (as amended).

### ***Further processing of your Personal Data***

4. Where it is necessary and proportionate to do so, in accordance with the Data Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities/international organisations for the purpose of:



- Verification of the data received under Directive 2004/38/EC, Regulation 26 of the EC (Free movement of Persons) Regulations 2015 as amended, European Union (Withdrawal Agreement) (Citizens' Rights) Regulations 2020, Section 3 of the Immigration Act 1999.
- Section 8(1) and 8(2) of the Immigration Act 2003, section 4 of Immigration Act 2004,
- Work Permit application for non-EEA nationals in accordance with Section 37 of the Employment Permits Act 2006;
- Processing applications for residence - Section 261(2) of the Social Welfare Consolidation Act and Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2020;
- Section 41 of the 2018 Act.

5. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

A competent authority means:

- *A public authority competent for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security, or any other body or entity authorised by law to exercise public authority and public powers for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security.*

### **Security of Personal Data**

6. The personal data provided will be stored securely on DoJ servers. It may be shared, where appropriate, with the following third parties:

- Government Departments and agencies
- An Garda Síochána
- EEA competent authorities
- EEA police forces
- UK competent authorities
- Individuals with your consent for example, employer, landlord
- Service providers of the DoJ, for example, data handling and storage providers, producer of Residence Card/Residence Document/Irish Residence Permit.

### **Contact for Queries**

7. The contact for any queries in relation to this form is EU Treaty Rights Division, Immigration Service Delivery, Department of Justice, 13/14 Burgh Quay, Dublin 2, D02 XK70.

### ***How long will Personal Data be retained?***

8. This data will be stored in accordance with the requirements of the National Archives Act 1986.

### ***How to Request a copy of your Personal Data***

9. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:

- at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
- from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### ***Your Rights in relation to your Personal Data***

10. You have the right to rectify any inaccuracies in your data. To do this you should write to the Data Steward, EU Treaty Rights Division, Immigration Service Delivery, Department of Justice, 13/14 Burgh Quay, Dublin 2, D02 XK70, documenting the inaccuracies, which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
11. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
12. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to: 21 Fitzwilliam Square South, Dublin 2, D02 RD28

Further details in relation to your data protection rights can be found in the Department of Justice Data

Protection Policy available at: [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

**Contact the DPO**

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

Data Protection Officer,  
Department of Justice,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52.

or  
by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)

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

Name (Applicant) \_\_\_\_\_

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian if applicant is under 18 \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name (EEA/UK national) \_\_\_\_\_

Signature (EEA/UK national) \_\_\_\_\_ Date \_\_\_\_\_