



An Roinn Dlí agus Cirt
Department of Justice

Immigration Online Portal

Regularisation of Long-Term Undocumented Migrants Scheme

Guidance on completing the appeals form

Immigration Service Delivery

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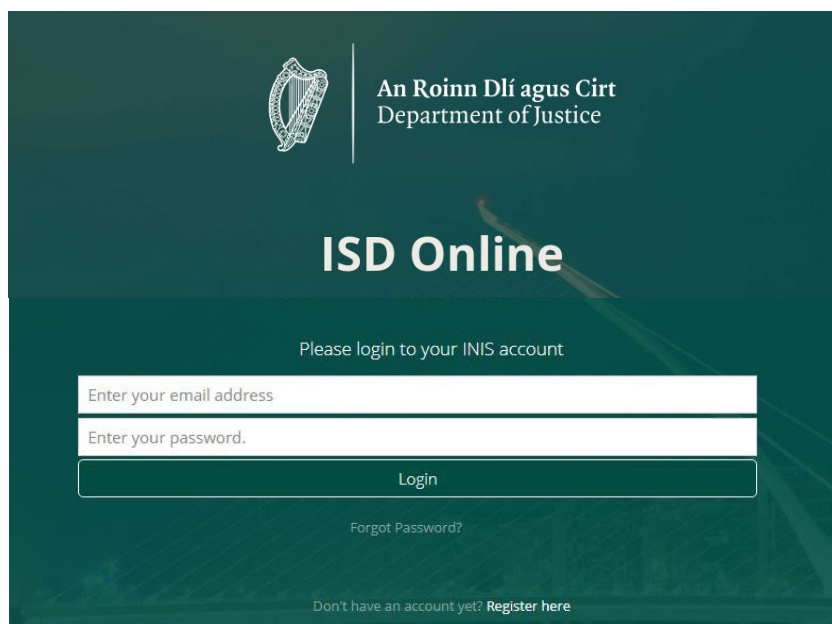
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1. Navigating your account

1.1 Log in to Immigration account

You must log in to your Immigration Online account.

To do this, enter **the email address** and **password** that you used to set up your account on the Immigration Online login page and then click **Login**



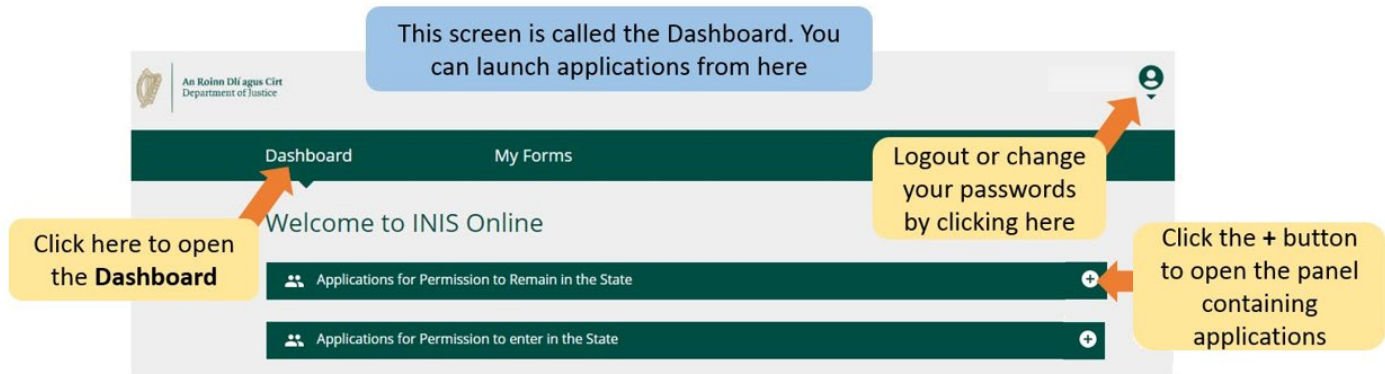
This will take you to the Dashboard page of your Immigration Online account. On this page you see two headings:

- Dashboard
- My Forms



1.2 Dashboard

The **Dashboard** is the first page you will see when you log into Immigration online. It is also where you can access all our online forms.



1.3 My Forms

The second heading in your Immigration Online account is marked **My Forms**. This is where you can see forms you have submitted to us or have partially completed (in progress).

This section has four sub-headings for different stages of your application forms;

- **Draft Forms:** This is where the forms you have saved but not submitted to us are located.
- **Submitted Forms:** Here you can see forms you have submitted to us.
- **Additional Information Required:** Forms you have submitted to us but where you need to give us further information to process your application are located here.
- **Completed Forms:** Contains forms where we have accepted your application based on the information you gave.



This screen is called **My Forms**. You can see all your saved and submitted forms here



Dashboard

My Forms

Click here to open **My Forms**

My Forms

Draft Forms (0)

Submitted Forms (5)

Additional Information
Required (0)

Completed (2)

Saved form you are working on

Completed forms you have sent to INIS

Applications that INIS require more information to process

When INIS has enough information to process your application, your form will be stored here

2. Completing your form

Eligibility to submit an appeal application:

You can submit an appeal application if:

- You have received your initial refusal letter from the Undocumented Scheme Unit within the last 30 working days.
- **Appeal applications received online after 30 working days from the date of the letter refusing your application will not be accepted and processed.**

The online appeal must be submitted online to the Immigration Service Delivery by you, the applicant or by your legal/NGO.

What do I need to include in the form?

Your refusal letter will have outlined the reasons why your initial application was refused.

In your online appeal application;

- You should refer to the reasons why your initial application was refused and outline why you think that you meet the eligibility for the Regularisation of Long Term Undocumented Migrant Scheme, and
- You can submit new documentary evidence, statements etc, additional to the documents that you submitted in your earlier application.
- It is your responsibility to make sure that you submit all of the required documentation/information in support of your appeal application. ISD will not write out to you seeking additional information/documentation and a decision will be made based on the information/documentation submitted in your initial application and your appeal application only.

Important: Each family members whose initial application was refused must submit their own individual appeal form. There is no family appeal form.

Appeal process

All appeal applications will be reviewed by a different officer, than the person who made a decision on your initial application. The officer will process your application in line with the criteria for the scheme, and will either:

1. confirm the original decision, or
2. grant an immigration permission under the Regularisation of Long Term Undocumented Migrant Scheme

The decision issued under this appeal application is final and cannot be appealed.

Fee

There is no fee to submit an appeal application under the Regularisation of Long Term Undocumented Migrant Scheme.

Further Information

For further information in relation to the Regularisation of Long Term Undocumented Migrants Appeal Application, please look at the FAQ document available [here](#).

2.1 Starting an application

To begin your application, you first need to select a form from the drop down menus on the **Dashboard**.

There are two dropdown menus on the Dashboard:

- i. Applications for Permission to Remain in the State*
- ii. Applications for Permission to enter the State*

1. Please select applications for **Permission to Remain in the State**.
2. Next locate the application form you wish to use i.e. **Regularisation Scheme Appeal**
3. Under the heading for the application form, click on **Begin Application**. This will take you to the first page of your form.

The screenshot shows a dashboard titled "Applications for Permission to Remain in the State". It features three main application cards, each with a "Begin Application" button:

- Registration Renewal:** Application form for the renewal of Immigration Permission by residents of Dublin City or Dublin County.
- Regularisation Scheme Appeal:** An Appeal of a decision under the Regularisation of Long Term Undocumented Migrants Scheme or the International Protection Regulation Scheme.
- Regularisation Scheme:** This scheme which is based on the executive authority of the Minister aims to regularise the status of long term undocumented migrants living in the State.

2.2 Getting around the form (1): The basics



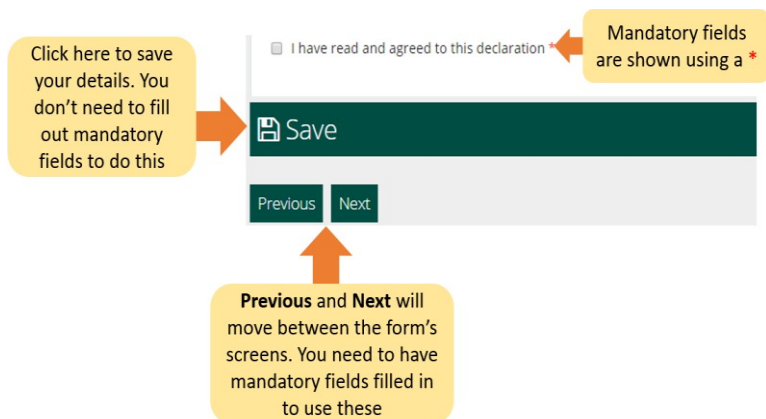
At the top of the form, there are **tabs** that open sections section of the form. When you click on one of these, it will take you to that section of the form.

At the bottom of the form there are three buttons:

- iii. **Next:** If you click this button it will bring you to the next section of the application form.

You must complete all the **mandatory fields** in the current section of the form before clicking **Next** button to take you to the next section of the form.

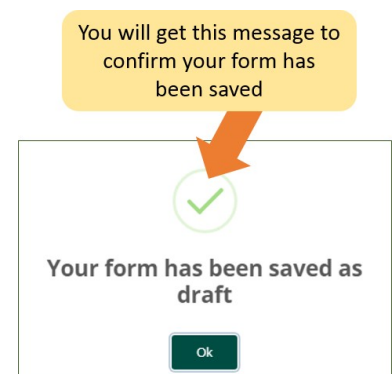
Mandatory fields are shown using a red asterisk * .



- iv. **Previous:** If you click this button it will bring you to the previous section of the form.

- v. **Save:** When you click this button a message will appear confirming **Your form has been saved as a draft.**

We recommend you click **Save** every few minutes and multiple times while completing the form. This way if you are interrupted or lose internet connection, your most recently saved draft of the form will be saved.



2.3 Getting around the form (2): Finding a saved form

To find a saved form:

1. Click **My Form**.
2. Select **Draft Forms**.
3. Click **Submit Additional Information**.

From here, continue working on the form, or select the red **Delete** button to cancel your application, this is discussed further in the next section.

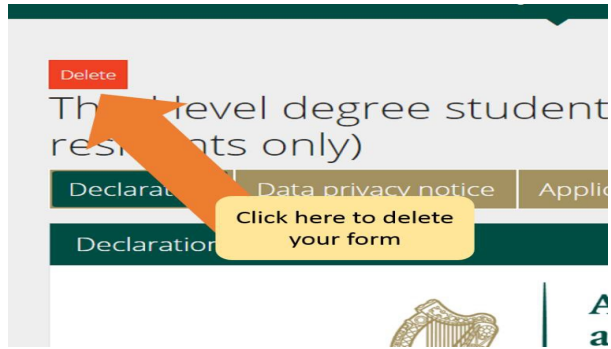


2.4 Getting around the form (3): Deleting a saved form

To delete a saved (draft) form

1. Find the form you wish to delete as described in the above section [2.3 Getting around the form \(2\): Finding a saved form](#).
2. Open the form.
3. Select the **Delete** button on the top right of the form.

Do not touch this button unless you want to delete your application form. Once you click this button the **form will be deleted and cannot be retrieved**.




2.5 Completing the form

The e-application form contains a number of sections, all of which you must complete. Mandatory fields are questions on the form where you must give an answer. Please note that you cannot proceed to the next section unless all of the mandatory fields have been completed.

2.5.1 Section 1 of the form - Introduction

The first section is the introduction and contains important information regarding the scheme and the appeal. It is important that you carefully read this information. Before you can proceed to the next section, you must confirm that you have done so by ticking the box below:

By ticking this box I acknowledge that I have read and understood the information provided above by the Department of Justice. *

 Save

Next

2.5.2 Section 2 of the form - Data Privacy Notice

This contains important information about how we will process and retain your information. Again, you must confirm that you have read this information by checking the box below before you can start completing the form.

If you are completing the form as the legal representative of the applicant, then you must confirm that you are authorised and satisfied to make the declaration on their behalf.



Regularisation of Long Term Undocumented Migrants Scheme And International Protection Regularisation Scheme Appeals Form

Privacy Notice

Introduction

1. The data you provide is collected by Regularisation of Long Term Undocumented Migrants Scheme Appeals Unit, a Business Unit of the Department of Justice (DoJ) and the International Protection Office, 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:

Regularisation of Long Term Undocumented Migrants Scheme Appeals Unit,
Immigration Service Delivery,
13/14 Burgh Quay,
Dublin 2 D02 XK70.
undocumentedhelp@justice.ie

How will your personal data be used?

2. We may use the personal data you provide in this online form and in associated correspondence for the following purpose(s):

- To verify your identity;
- To determine your appeal for the (1) Regularisation of Long Term Undocumented Migrants Scheme or (2) the International Protection Regularisation Scheme. The first scheme provides a legal pathway for undocumented persons in the State to obtain permission to reside in the State and the second is an administrative scheme operated under the executive authority of the Minister for International Protection Applicants to obtain permission to reside in the State;
- To obtain a Garda Vetting Report from the Garda National Vetting Bureau;
- To enable us to make a decision on your application as part of any future considerations regarding your immigration or citizenship status.

Legal Basis for processing your Personal Data

3. Our legal basis for collecting and processing this data is as follows:

- To fulfil the function of the Minister for Justice to implement Government policy on Immigration as designated in the Ministers and Secretaries Act 1924 (as amended).
- Section 8* of the Immigration Act 2003.

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 data received from applicants and the precise legal basis for such processing/information sharing is per Section 8 of the Immigration Act 2003, in conjunction with the relevant provision of Data Protection Legislation relating to public interest, substantial public interest and official authority and the Executive Power of the Government established under Art. 28 of the Constitution;
- Obtaining data on convictions and offences, if any, committed by the applicant. This is per sub-section 55(1)(a) of the 2018 Act;
- Preventing a threat to national security. This is per sub-section 41 (a) of 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.

Security of Personal Data

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

- An Garda Síochána;
- Garda National Immigration Bureau;
- Documents you submit in support of your application may also be validated with the issuing authority/body.

Transfer of Personal Data

7. The personal data provided in this form may be transferred to the UK with the following safeguards in place – Memorandum of understanding.

Contact for Queries

8. The contact for any queries in relation to this form is Regularisation of Long Term Undocumented Migrants Scheme Appeals Unit, Immigration Service Delivery, 13/14 Burgh Quay, Dublin 2, D02 XK70. The unit may be contacted at undocumentedhelp@justice.ie.

How long will Personal Data be retained?

9. This data may be retained until ISD can be sure that you will not have any further contact with the immigration services. This is 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.

How long will Personal Data be retained?

9. This data may be retained until ISD can be sure that you will not have any further contact with the immigration services. This is 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 1996.

How to Request a copy of your Personal Data

10. 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 or
- from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to 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

11. You have the right to rectify any inaccuracies in your data. To do this you should write to Regularisation of Long Term Undocumented Migrants Scheme Appeals Unit, 13/14 Burgh Quay, Dublin 2, D02 XK70 or undocumentedhelp@justice.ie 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.

12. 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. To request this you should write to Regularisation of Long Term Undocumented Migrants Scheme Appeals Unit, 13/14 Burgh Quay, Dublin 2, D02 XK70 or undocumentedhelp@justice.ie. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.

13. 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 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

Contact the DPO

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

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

Or
by email - dataprotectioncompliance@justice.ie

(*) Section 8 of the 2003 Immigration Act empowers an information holder to give to another information holder, on request, information on non nationals, including personal information, for the purposes of the Refugee Act 1996, or for the purposes of administering the law regarding entry into, or removal from, the State of non nationals.

(**) 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.

By ticking this box I acknowledge that I have read and understood the information provided above by the Department of Justice and Equality, which relates to my data protection rights, for the purposes of ensuring fair and transparent processing of my personal data *

Please select here to indicate if you are filling in this form for someone else and that you are satisfied to have made this declaration on behalf of the applicant. Failure to do so will result in the application form being returned. *

- I am filling out this form as the applicant
- I am filling out this form as an authorised legal representative of the applicant
- I am filling out this form as parent or legal guardian for a minor applicant

 Save

Cancel Previous Next

COO

2.5.3 Section 3 of the form – Applicant Details

In the first part of this section you provide your first name, your last name, any other names you have used in the State, your date of birth, your country of birth, your gender and your nationality.

Applicant Details

Forename(s) * <input type="text"/> <small>Please provide forename(s) as they appear on applicant's ID document.</small>	Surname * <input type="text"/> <small>Please provide surname(s) as they appear on applicant's ID document.</small>
Have you ever used a different name (alias) in the State? * <input type="radio"/> Yes <input type="radio"/> No	
Date of birth * <input type="text"/>	Country of birth * <input type="text"/>
Gender * <input type="text"/>	Nationality * <input type="text"/>

Identifiers

Application Reference Number *

Your application reference number can be found on your refusal letter (e.g. 1234567-UMRS-22)

Immigration Person ID *

Your immigration Person ID can be found on your refusal letter

Contact Details

Current address * <input type="text"/>	Phone Number * <input type="text"/> <small>If the applicant is under sixteen years old, please provide the phone number of a parent or guardian. Only numbers may be entered in response to this question.</small>
County * <input type="text"/>	Email * <input type="text"/> <small>You must answer this question using a recognised email format. Applicants under 16 may use the email address of a parent or guardian.</small>
Eircode * <input type="text"/>	

Passport or Travel Documents

Please select the type of passport or travel document *


Save

2.5.4 Section 5 of the form – Review Reasons

This section gives you a chance to write out the reason or reasons you are seeking a review of the decision by Immigration Service Delivery to refuse your application.

- Immigration Service Delivery will have set out the reasons your application was refused in the decision letter sent to you, please pay careful attention to these reasons.
- In this space you can tell Immigration Service Delivery why you disagree with the reason to refuse your initial application.
- You should refer to the reason or reasons set out in the letter Immigration Service Delivery refusal letter.
- You may include any new information that you believe is relevant.
- You should provide documentary evidence with this application to back up your reasons.
- Please do not submit documentation that you submitted as part of your initial application.

Review reasons



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Before you complete this section, please read the information below carefully.

- Immigration Service Delivery set out the reasons your application was refused in the decision letter sent to you.
- Please tell Immigration Service Delivery why you disagree with that decision in the space below.
- You should refer to the reason or reasons set out in the letter Immigration Service Delivery refusal letter.
- You may include any new information that you believe is relevant.
- You should provide documentary evidence with this application to back up your reasons.

Please write out the reason or reasons you are seeking a review of the decision by Immigration Service Delivery to refuse your application in the space below *

If the text field is not enough for your narrative, you can continue by typing in a document and uploading it as pdf on the Support documents page.

Save

Cancel Previous Next

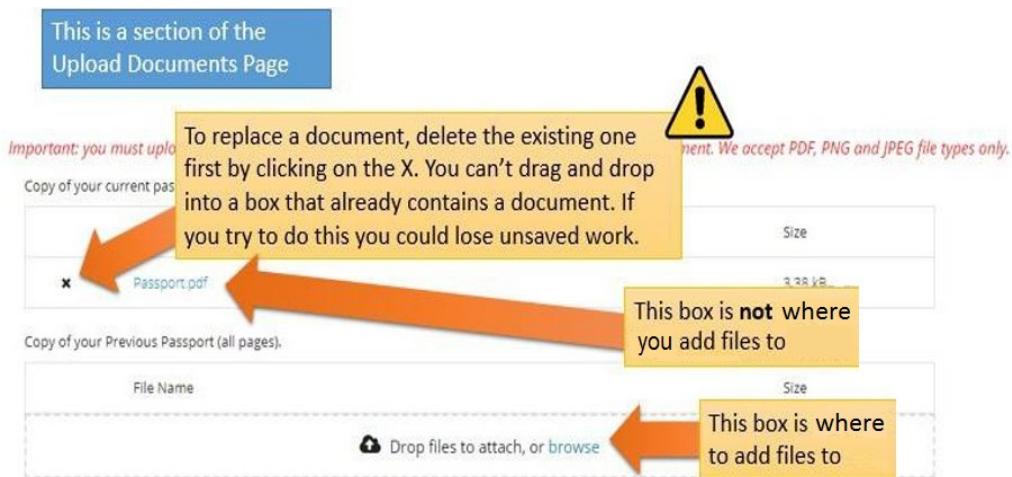
COOKIES

2.5.5 Section 4 of the form - Supporting documentation

On your application form you will be asked if you want to upload documentation as part of your appeal application to us. This will be on the **Supporting Documentation** section of the form.

Please note:

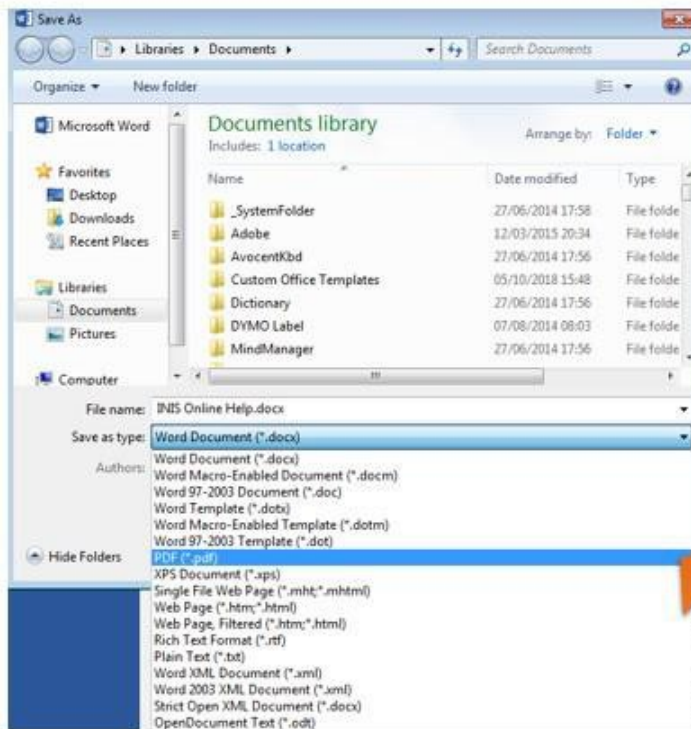
- For security reasons, you may only upload files in the PDF, PNG or JPEG formats.
- You can only add 1 file per box.
- If your file requires multiple images, for example proofs of address for each year, you can combine all of the scanned images into one PDF document. Guidance on how to do this is available in section [2.5.6 Preparing your files for upload](#).
- Please do not submit documentation that you submitted as part of your initial application.



2.5.6 Preparing your files for upload

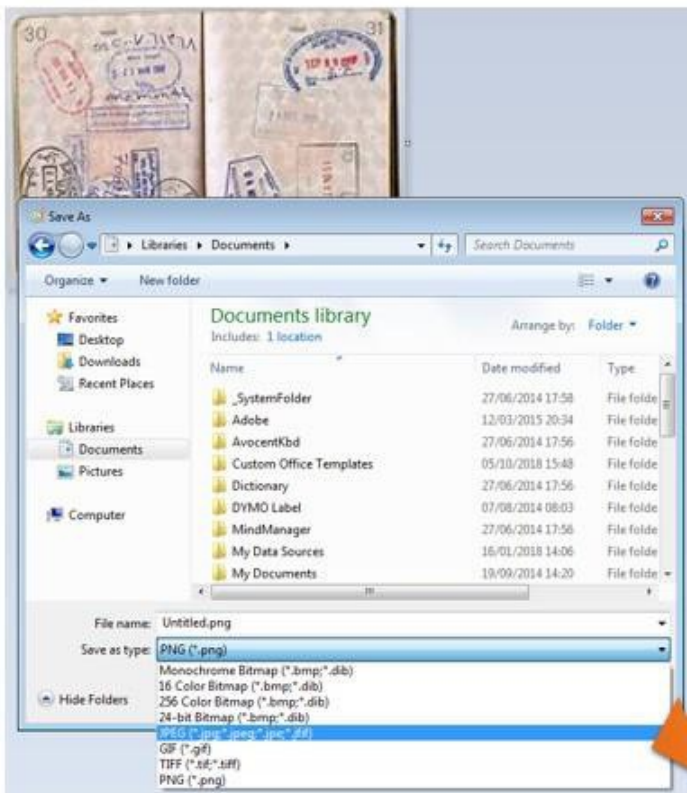
The following section will give you guidance on how to save your documents as PDF, PNG images and JPEG images, and how to combine multi-page documents into one single document.

How can I save my documents as PDFs



You can save a word processor document as a PDF

How can I save my images as PNGS or JPEGs?



We accept JPEG or PNG image files... remember to save your photos or scans as one of these

How can I upload many pages as a single document?

When you are submitting multi-page documents, such as a copy of your full passport, you will need to combine a few of different images into a single document for upload. You can do this by three main methods:

1. Use a scanning application for your phone or tablet that will allow you take multiple photos and combine them into a single PDF. There are several applications available for free on app stores.
2. Use a modern photocopier/scanner that will scan multiple pages and combine them into a single PDF.
3. Take individual digital photos and copy them into a single word processor document, then save that document as a PDF, as described above.

2.6 Submitting your appeal applications form

To submit your application form you must:

- Complete all mandatory fields on the form, and
- upload any required documentation, you wish to submit as part of your application.

There is no application fee to submit your appeal application.

2.6.1 Submitting your appeal application form

1. When all your information in on the form and you have attached any documents that you want to send, go to the **Submit** section.
2. Please read the information in this section.
3. Click the button marked **Submit Form**
4. **Your appeal application is now submitted.**



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- You must provide clear copies of any additional documentation that you submit as part of this appeal application form.
- You must submit documentary evidence that support any statements you make, this documentation must be additional to the documents that you submitted in your earlier application. Do not submit documents that you have already sent us with your original application.
- It is your responsibility to make sure that you submit all of the required documentation/information in support of your appeal application. ISD will not write out to you seeking additional information/documentation and a decision will be made based on the information/documentation submitted in your initial application and your appeal application only.
- If you use a legal/NGO representative to submit your application, they must submit a letter of authority.
- Please note that this is your only opportunity to appeal a decision made under these schemes.
- The Undocumented Scheme Appeals Unit and the International Protection (IP) Regularisation Scheme Appeals Unit reserves the right to request original documents at any time.
- If you submit a document that is not in Irish or English, it must be accompanied by a full certified translation into either language. Each translated document must contain:
 - Confirmation from the translator that it is an accurate translation of the original document
 - Date of the translation
 - The translator's full name and signature and
 - The translator's contact details

Save

Click the button,
"Submit Form"

Cancel

Previous

Submit Form

COOKIES