



FORM 11 – IRISH NATIONALITY AND CITIZENSHIP ACT 1956

CTZ6

Application by a parent or guardian of, or person who is in loco parentis to a minor born in the state who did not at birth have an entitlement to Irish citizenship under Section 6A of the Act of 1956

A person who gives false or misleading information is guilty of an offence under the Act and liable to a fine and/or imprisonment. Giving false or misleading information may also result in an application being refused or, where a certificate of naturalisation has been granted, the revocation of that certificate.

Who is this form for?

- You should use this form if your child was born in the state after the 1st of January 2005, and your child was not entitled to citizenship at the time of their birth.

Please note

- If you resided in Ireland for three of the four years prior to the birth of your minor child you may apply for a passport for your child directly from the passport office. Please refer to <https://www.dfa.ie/passports-citizenship/how-to-apply-for-a-passport/> for details.

How to complete this form:

- Please complete this form using a black pen in CAPITAL letters and place a tick in the relevant box
- Answer ALL questions. If a question does not apply, put N/A as your answer. Use a black pen and PRINT IN BLOCK CAPITALS.
- Cross out any errors – Do not use correction fluid.
- We recommend you send your application by Registered Post
- Registered Post can be tracked on the An Post website www.anpost.ie

If your application is successful a **certification** fee of up to €200 may be payable by you, see the citizenship fees page on the Immigration Service Delivery website at <https://www.irishimmigration.ie/citizenship/>. If your application is refused you will be advised of the decision and, where appropriate, the reasons for refusal. There is no appeals process; however, you can re-apply at any time if you believe you meet the criteria.

Important – If your application is approved your child's Name, Nationality, Date and Country of Birth will be recorded on the certificate of naturalisation, This information will be as stated by you in your application. Please ensure the details you provide are correct. A certificate of naturalisation cannot be amended.

1. Important - please note the following points:

Naturalisation is a privilege and not a right. The onus is on each applicant to disclose all information and evidence to help demonstrate that he or she satisfies the conditions for a certificate of naturalisation, including being of good character. The Minister is not obliged to give advance notice of adverse information of which the applicant is already aware. Should adverse information come to light in the course of the processing of the application which the applicant could reasonable foresee could be taken into account, the Department will not correspond with the applicant on the matter. However, such information will be taken into consideration in the decision making process.

You should be aware that citizenship legislation requires the publication of details of all persons granted a certificate of naturalisation, including name, address and date of issue of the certificate of naturalisation, in the official journal 'Iris Oifigiúil'. This is a legal requirement, there are no exceptions.

Applications where the applicant has a case pending in the court system will not be processed until the matter is concluded. Therefore do not submit an application for naturalisation until the case is closed.

Please note: Section 15 (3) of the Irish Nationality and Citizenship Act 1956, as amended, defines "applicant", in relation to an application for a certificate of naturalisation by a minor, as being the parent or guardian of, or person who is in loco parentis to, the minor.

Please post the fully completed form, fee and all required documentation to:

Citizenship Applications (Minor)
Immigration Service Delivery
Department of Justice
Rosanna Road
Tipperary Town
Ireland
E34 N566

2. Online residency checker (not required in respect of EU/EEA Citizens):

An online residency checker is available to enable you to check if you satisfy the residency conditions for naturalisation before applying. You are required to use the Online Residency Checker, available at www.irishimmigration.ie/citizenship/. This will show whether you satisfy the naturalisation residency conditions and, if not, indicate how long you should wait before signing the Statutory Declaration and lodging the application. You are required to print a copy of the result and enclose it with your application. If an applicant does not have the full required residency at time of application their application can be deemed ineligible. Each application requires a €175 application fee, and ineligible applications cannot be refunded. Residency is calculated back from the date of application, which is the date you have signed the Statutory Declaration on the application form.

Statutory Declaration

A Statutory Declaration is a written Statement, declared to be true by you in the presence of an authorised witness. An authorised witness is a solicitor or commissioner for oaths or notary public or peace commissioner. By signing this Declaration you are stating that you understand the application form and that the facts provided in the application form are true and correct to the best of your knowledge.

You should complete boxes A1, A2 and A3 and your authorised witness should complete W1, W2, W3 (either W3.0, W3.1, W3.21, W3.22, W3.23, W3.24 or W3.25), W4, W5, W6, W7 and W8.

Important: When completing the Statutory Declaration, **clearly print your full name** as you stated it in section 1 of this form. Ensure that you sign and date the Statutory Declaration in the presence of the authorised witness and that the authorised witness signs and dates it in your presence. **Check that the dates match** before you post the application. ENSURE that the authorised witness has ticked the relevant box showing **how the authorised witness has identified you**. If you have identified yourself to the authorised witness by presentation of an identity document (such as a passport) you must provide a certified copy of that this document with your application.

Data 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 and Equality. The data controller's contact details are: Citizenship Division, Immigration Service Delivery, the 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:
 1. Assessing your eligibility for this application
 2. Verifying your identity
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:
 1. Irish Nationality and Citizenship Act 1956, as amended (Part III) Naturalisation.
 2. To fulfil the function of the Minister for Justice {granting a certificate of naturalisation to applicants that satisfy the statutory conditions as set out in Section 15 of the Irish Nationality and Citizenship Act 1956, as amended} as designated in the Ministers and Secretaries Act 1924 (as amended)
 3. We are obliged to collect and process this data in order to perform a task which fulfils an important public interest. The public interest includes ensuring the effective and efficient operation of the immigration services of Ireland.
 4. To protect the integrity of the immigration process and to ensure that the statutory provisions of the Irish Nationality and Citizenship Act 1956 are complied with.
5. The personal data provided here will be stored securely in Immigration Service Delivery's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:
 1. The Department of Foreign Affairs
 2. An Garda Síochána / UK Border Agency
 3. Department of Social Protection
 4. Department of Children and Youth Affairs
 5. Health Services, TÚSLA, Other Government departments and agencies.

6. This data may be retained until Immigration Service Delivery can be sure that you will have no further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime.

7. The personal data you provide in this form is necessary for us to determine if you meet the criteria for this scheme. If you do not provide this data, your application for this scheme cannot be processed.

8. You have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at www.justice.ie, and sending it to subjectaccessrequests@justice.ie You may be required to verify your identity before we send the information to you.

9. You 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 should write to Citizenship 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 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 _____

Date _____

Parental consent

If your child is aged 16 years or over on the date of your application on their behalf, your child will be vetted by the National Vetting Bureau. Please complete the following consent.

Please note that reports are obtained from An Garda Síochána and may be obtained from other Government Departments and other agencies. Failure to disclose any material matter will adversely affect this application and may also affect future applications for up to 10 years. Even if you do not believe a matter to be material or you believe it to be “spent”, it is important to disclose it.

Name of child (as shown in passport) _____

Irish Residence Permit (GNIB) Number _____

Are you aware of any information that the Minister should be aware of in the context of forming a judgement as to the good character of the minor applicant? If so, please provide details below and continue on a separate sheet if necessary.

I

being the Parent / Guardian of the person to whom the particulars above relate, consent for the National Vetting Bureau to conduct vetting in respect of the above named minor in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent / Guardian signature

Date / /



Form 11 – Irish Nationality And Citizenship Act 1956

FORM CTZ6

Application by a parent or guardian of, or person who is in loco parentis to a minor born in the state who did not a birth have an entitlement to Irish citizenship under Section 6A of the Act of 1956

Please note before completing the form:
Ensure that the information you provide is true, correct and complete.

WARNING: Giving an untrue answer in this form is an offence.

Section 29A of the Irish Nationality and Citizenship Act 1956, as amended provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine now exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or both.

A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts.

- Use a black pen and PRINT IN BLOCK CAPITALS.
- Cross out any errors – Do not use correction fluid.
- Answer ALL questions. If a question does not apply put N/A as your answer.

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Section 1 Details of parent / guardian

In this section, you will need to provide some personal details about yourself as the person making the application.

1.1 Forename(s) (as shown in passport)

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1.2 Surname(s) (as shown in passport)

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1.3 Previous names

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

1.4 If you have changed your name, please explain why: (you will need to supply documents)

1.5 Date you changed to present name

D	D	/	M	M	/	Y	Y	Y	Y
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1.6 Place of birth

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1.7 Country of birth

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

1.8 Date of Birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

1.9 Gender

Male Female Other

1.10 Present nationality

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1.11 PPS number

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1.12 Registration number

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1.13 Person identity number

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Please supply a certified photocopy of your Long Form Civil Birth Certificate.
If you do not have your birth certificate, you must get it before lodging this application.

Section 2 **Details of minor born in the State**

In this section, you will need to provide some personal details about the person (your child) on whose behalf you are making the application.

2.1 Forename(s) (as shown in passport)

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2.2 Surname(s) (as shown in passport)

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2.3 Full name of father

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2.4 Full name of mother

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2.5 Mother's birth surname

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

2.5 Date of birth of minor

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

2.6 Gender of minor
 Male Female Other

2.5 PPS number (if one has been issued to your child)

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Section 3

Residential address (parent/guardian and minor)

In this section, you will need to provide details of the current address at which you and your child reside.

3.1 Current address

Eircode

Date you started living at this address

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D	D	/	M	M	/	Y	Y	Y	Y
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3.2 Your email address

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3.3 Phone (day time)

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3.4 Phone (evening)

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3.5 Phone (mobile)

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Section 4**Previous addresses (parent/guardian and minor)**

In this section, you will need to provide details of ALL of your addresses for the past 9 years, both in the State and abroad, starting with the most recent one.

Address	Country	Date From	Date To

Continue on separate sheet if necessary.

Section 5

Residency permissions (parent / guardian)

In this section, you will need to provide details of your permissions to reside in the State.

5.1 Date of arrival in Ireland:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

5.2 Passport number:

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

5.3
Statutory residency conditions are prescribed in Section 15 and Section 15A of the 1956 Act and compliance with these conditions is assessed on the basis of your legal reckonable residence immediately prior to the date of application i.e. the date you sign the Statutory Declaration at the end of this form.

You should have one year's continuous reckonable residency in the year immediately prior to the date of application and, during the 8 years immediately preceding that period had a total residence in the State of 4 years - i.e. 5 x 365 days (366 days in a leap year).

A Residency calculator is provided on the Citizenship section at <https://www.irishimmigration.ie/citizenship/>. As a guide to assist you in checking if you satisfy the statutory conditions for residency. You should enter your permissions as evidenced in your passport or in the letter issued by the Department of Justice granting you permission for a specified date. Entering your permissions correctly will enable you to verify that you satisfy residency requirements.

You must print a copy of the report and include it with this application.
If you do not do so, your application will be deemed ineligible.

I have entered my residency permission stamps in to the online residency checker and confirm that I satisfy the residency conditions:

Yes No

5.4 Was any part of your time in the State in the nine years prior to your application for the purposes of study?

Yes No

If any of your time in the State in the nine years prior to your application was for study purposes please complete the details below:

From	To	Name and Address of School/College/University

5.5 Was any part of your time in the State in the nine years prior to your application spent as an asylum seeker?

Yes No

If any part of your time in the state in the last nine years was spent as an asylum seeker please complete the details below:

From	To	Outcome	Current Status	Reference Number

Please supply a copy of the letter confirming Refugee Status if appropriate

Section 5A Residency details for minor born in the state

In this section, you will need to declare whether your child has been resident in the state since birth and if not, provide details of the times when they lived outside of the State.

5.6 Has your child been resident in the State since birth?

Yes No

If no, give details of all periods of non-residence:

From	To	Reason

Section 6

Residence following naturalisation of minor (Tick one box only)

In this section you will need to declare whether you intend to reside in the state after the naturalisation of your child (if successful).

6.1 Do you intend, following naturalisation, to have your usual or principal place of residence in the State?

Yes No

6.2 If you answered No to question 6.1 please indicate your intended country of residence following naturalisation:

Section 7

Your parent's details (Grandparents of minor) and children

In this section, you will need to provide information on **your** parents, and any other children you may have.

7.1 Please complete the details below in respect of your mother and father:

	Full name	Birth last name (if different)	Date of Birth	Place and country of birth	Present nationality
Mother:					
Father:					

7.2 Please complete the details below for all of your children

Full name	Gender	Child's place of residence	Date of Birth	Place & Country of Birth	Present Nationality

Section 8 Means of support (parent / guardian)

In this section, you will need to provide information on your source(s) of income / means of support.

8.1 Are you:

Employed Self-Employed Retired Studying Unemployed Other

8.2 If you have specified "Other" above, please explain and detail all of your sources of income:

8.3 If you are in employment, please give the full name and address of your employer or if you are self-employed, a partner or a director of a company, please provide the name and address used for business:

8.4 Please provide details of your employment(s), if any, in the past 5 years:

From:	To:	Job/Role:	Employer:

8.5 Have you received a Social Assistance payment or other state support in the past 3 years?

Yes

No

8.6 If you answered 'Yes' to question 8.3 please give:

Type of Payment / Support:	From :	To :	Reason for obtaining Social Welfare Support:

Section 9

Previous applications

In this section, you will need to provide information on any previous applications you have made for yourself or your child.

9.1 Have you applied for Irish citizenship in your own right before?

Yes

No

If you answered 'yes' to question 9.1 please give:

9.2 Date of application:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

9.3 Application reference number:

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9.4 Have there been a previous application for Naturalisation on behalf of your minor child born in the state?

Yes

No

If you answered 'yes' to question 9.4 please give:

9.5 Date of application:

D	D	/	M	M	/	Y	Y	Y	Y
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9.6 Application reference number:

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Section 10

Background (parent / guardian)

In this section, you will need to provide background information on yourself.

10.1 Have you ever committed any offences against the laws of Ireland or any overseas country?

Yes

No

10.2 Have you ever defrauded any person, company or state agency for financial or other gain?

Yes

No

If you answered 'yes' to either question 10.1 or 10.2 provide details below. Please note that you must disclose ALL offences, even those for which you received the benefit of the Probation Act or which you consider not to be relevant or spent.

10.3 Do you have any convictions in the State or any other country (including traffic offences) or any civil judgements made against you?

Yes

No

If you answered 'yes' to 10.3 please answer questions 10.4 and 10.5. If more than one instance provide details below.

10.4 Date of conviction or judgement:

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10.5 Place where conviction or judgement took place and the outcome:

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You must include evidence that you have paid any fines levied against you with this application.

10.6 Have you ever been charged / indicted inside or outside the State with a criminal offence for which you have not yet been tried in court?

Yes

No

10.7 Are you, or have you been, the subject of an investigation in Ireland by AN GARDA SÍOCHÁNA (Irish Police), including where you were not charged with any offence? Give details below.

Yes

No

10.8 Have you ever been involved in, or been suspected of involvement in, war crimes, crimes against humanity or genocide?

Yes

No

10.9 Have you ever been associated with, been a member of, or given support, to a terrorist organisation, or been involved in, supported financially or otherwise, or encouraged terrorist activities?

Yes

No

10.10 Have you ever, by any medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes

No

10.11 Have you ever engaged in any other activities that might indicate that you may not be considered a person of good character? **for example family law matters**

Yes

No

If you answered 'yes' to any of the questions 10.6 to 10.11 please provide details in the additional details section. You may also use this section to give details in relation to questions 10.1 – 10.5.

Please note that reports are obtained from An Garda Síochána and may be obtained from other Government Departments and other agencies. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application and may also affect future applications for up to 10 years. Even if you do not believe a matter to be material or you believe it to be "spent", it is important to disclose it.

Additional Details

Section 11

References (parent / guardian)

Name of referee 1:

Present nationality:

Referee's
address:

Date of birth and country of birth of
referee:

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Length of time referee has known the applicant:

Signature of referee:

Contact number for referee:

Name of referee 2:

Present nationality:

Referee's
address:

Date of birth and country of birth of
referee:

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Length of time referee has known the applicant:

Signature of referee:

Contact number for referee:

Name of referee 3:

Present nationality:

Referee's
address:

Date of birth and country of birth of
referee:

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Length of time referee has known the applicant:

Signature of referee:

Contact number for referee:

Statutory Declaration:

APPLICANT TO COMPLETE IN PRESENCE OF WITNESS

I, A1 do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938, as amended by the Civil law (Miscellaneous Provisions) Act 2008.

Signed: A2 Date: A3

WITNESS TO COMPLETE

Declared before me W1 a [notary public] [commissioner for oaths] [solicitor] [peace commissioner] [person authorised by W2] to take and receive statutory declarations] by the above named applicant

[who is personally known to me]

OR

[who was identified to me by W3.1 who is personally known to me],

OR

[whose identity has been established to me before the taking of this Declaration by the production to me of:

passport no. W3.21 issued on W3.21 by the authorities of W3.21, which is an authority recognised by the Irish Government.

OR

national identity card no. W3.22 issued on W3.22 by the authorities of W3.22, which is an EU Member State, the Swiss Confederation or a Contracting party to the EEA Agreement.

OR

aliens passport no. (document equivalent to a passport) W3.23 issued on W3.23 by the authorities of, W3.23 which is an authority recognised by the Irish Government

OR

refugee travel document no. W3.24 issued on W3.24 by the Minister for Justice and Equality

OR

travel document(other than refugee travel document) W3.25 issued on W3.25 by the Minister for Justice and Equality

NOTE: As the Witness of the Applicant's Signature, Please ensure that the Applicant has entered the correct date above which should match the date you enter below.

At W4 this W4 day of W4

WITNESS TO COMPLETE

Signature of Witness:	<input type="text"/>	W5
Name of Witness: (Capitals)	<input type="text"/>	W6
Address of Witness:	<input type="text"/>	W7
Day-Time Telephone Number:	<input type="text"/>	W8

Checklist

Please ensure that all the required documentation is included with your application. Photocopies of certificates should be certified as true copies of the originals. If the form is not fully completed or if the statutory declaration is not been completed correctly, your application will be refused as the application requirements under Section 17 of the Irish Nationality and Citizenship Act 1956, as amended, are not satisfied and your application fee will not be refunded.

Document description	Tick ✓ if submitted
Statutory application fee	
The statutory application fee of €175 in the form of a Banker's Draft only, made payable to the Secretary General, Department of Justice and Equality . Postal orders, personal or business cheques are not acceptable. This fee is non-refundable and is required for each application for a certificate of naturalisation.	
Identity documents	
A full colour copy of your entire current in date passport and all previous passports containing stamps that contribute to your period of reckonable residency claimed, including front and back covers. The colour copy must be certified by a solicitor, commissioner for oaths, peace commissioner or notary public. Please see page 28 for full instructions.*	
A certified copy of your original civil birth certificate and a copy of a translation into English if the certificate is in a language other than English or Irish.	
A copy of your current Irish Residence Permit (IRP) issued by the Garda National Immigration Bureau (GNIB) or Immigration Service Delivery (ISD) as appropriate (this does not apply to EU/EEA citizens)	
A full colour copy of your child's entire current in date passport and any previous passports valid during periods of residence in the state. The colour copy must be certified by a solicitor, commissioner for oaths, peace commissioner or notary public. Please see page 28 for full instructions.*	
A photocopy of your Irish born child's original Civil Birth Certificate that has been certified to be a true copy of the original by a notary public, commissioner for oaths, peace commissioner or solicitor.)**	
Two colour passport photographs of your child taken within 30 days of the date of application. Please write your child's PPSN on the back of the photographs.	
Residency	
A copy of the letter confirming your child's refugee status if appropriate	
Original (not photocopies of) school letters from each school attended by your child up to the date of application. The school letters must show enrolment dates, periods of attendance and the number of days attended in each school year.	
Three different proofs of residence for <u>each year</u> of residence claimed. See detailed guidance below for acceptable proofs of residence.	
If you are in employment a letter from your current employer showing the date you started working for your employer, copies of 3 recent (within the last six months) pay slips and copies of your P60 or tax statement from the Revenue of residence claimed.	

A copy of your completed online residency checker. This is not required for EU / EEA citizens.	
If your child has attended school in Ireland for less than three years	
A letter from the Department of Social Protection stating that you are in receipt of child benefit for your child, and the date on which payment commenced AND	
A letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery, including your child's Patient Immunisation Record where applicable	
If your child is 16 years of age or older on the date of application	
A copy of their current Irish Residence Permit issued by the Garda National Immigration Bureau (GNIB) or Immigration Service Delivery (ISD) as appropriate (this does not apply to EU/EEA citizens)	
Please ensure that you have completed the Parent / Guardian Consent form	
Please ensure	
You have completed the declaration confirming you have read and understood the information relating to your data protection rights.	
You have answered all questions in this form	
You have enclosed the Statutory Application Processing Fee of €175	
All photocopies of certificates are certified i.e. stamped and signed "true copy of the original" by a solicitor, commissioner for oaths, notary public or peace commissioner	
You have enclosed copies of certified translations of any documents that are in a language other than English or Irish	
The Statutory Declaration is completed correctly i.e. <u>you have written your full name in box A1</u> , signed and dated the form in boxes A2 and A3 in the presence of the authorised witness who is a solicitor or commissioner for oaths or notary public or peace commissioner. Check that the correct date has been entered by both you and the authorised witness. If the Statutory Declaration is incorrect your application will be refused and the application fee will not be refunded.	

Note regarding copies and certified copies:

- Where a certified copy is required, you must take your original certificates/documents to your solicitor, or a notary public, commissioner for oaths or peace commissioner and ask them to make a photocopy of each document and certify that it is a true copy of the original i.e. stamp and sign it “True copy of the original”.
- If certificates/documents are not in English or Irish, a translation by a professional translator is required. A copy of the translation as well as the copy of the original document must be provided. Please note that we may also seek to establish the authenticity of documents submitted with authorities of the issuing country.

* Persons making an application for a certificate of naturalisation are required to provide satisfactory evidence of their identity and nationality. This is usually in the form of a currently valid passport and may include other original supporting documents, such as a previously held or out of date passport, and birth certificate. In rare circumstances where an applicant cannot produce their current passport, or a previous passport, birth certificate or other supporting documents the applicant will be required to provide a full explanation. Such explanation should be, where possible, be supported by satisfactory evidence that they have attempted to obtain such documentation and correspondence from the relevant authorities or embassy responsible for the issuing of passports and birth certificates in their country, clearly stating the reasons the documentation cannot be provided. Immigration Service Delivery will consider the explanation given and, if satisfied it is for reasons genuinely beyond the applicant's control, may suggest alternative means to the person to assist in establishing their identity and nationality.

** If you do not have your minor child's birth certificate you should get it from the relevant authorities in the country where your birth was registered **before** making an application for a certificate of naturalisation.

Use of Birth Affidavit

In certain limited and exceptional circumstances, a birth affidavit may be accepted in lieu of a Birth Certificate where you can show satisfactory evidence that the certificate is not available and cannot be obtained. If you are not in possession of, or have lost, your birth certificate, an affidavit will NOT be accepted. You must obtain it from the relevant authorities before applying.

Note regarding proofs of residence

For periods of employment/self-employment please submit:

- P60's (if employed) or Final Notice of Assessment (if self-employed) for all years of employment other than the current year.
- A letter on headed paper, from your current employer(s), showing your name, address and the date of commencement of employment.
- Three recent payslips.
- A Tax Clearance Certificate (if self-employed).

For periods of unemployment/studying please submit:

- A letter from the Department of Social Protection stating the dates and types of benefits claimed, if applicable. (A child benefit letter is not acceptable).
- Three recent receipts of payment from the Department of Social Protection, if applicable.
- A Doctors letter showing the date you first registered with the practice and also your dates of attendance for each year.
- If you are/were attending school/college/course an official letter must be submitted showing your date of registration, periods of attendance and the date you ceased your education.

Household / utility bills, from three different providers, for each year of residence claimed

e.g. gas, electricity, phone, TV or health insurance, etc.

Three months bank statements for each year of residence claimed

These should detail day-to-day living transactions e.g. laser transactions in supermarkets, etc.

Please note bank statements that only detail direct debits, on-line shopping, etc., are not acceptable.

A mortgage agreement/statement or a tenancy agreement.

Please note if submitting a tenancy agreement, it must be accompanied by a Residential Tenancy Board (RTB) letter.

Instructions for person certifying a passport

Please bring this page to the person certifying your passport (a solicitor, commissioner for oaths, peace commissioner or notary public) and ask them to follow the instructions below and complete the form overleaf. Please include this form with your application.

The following actions should be undertaken by a solicitor, commissioner for oaths, peace commissioner or notary public when certifying a passport on behalf of a person making a citizenship application;

1. Ensure that all pages of the passport(s) have been photocopied in colour including;
 - **Cover- Front and Back**
 - **Biometric page and all internal pages even if blank**
2. Confirm the applicants identity by checking the biometric page of the actual passport which contains the photograph, name etc...,
3. Check that the colour copy is a true copy of the original passport
4. Then stamp and initial all of the colour copy pages and complete the confirmation overleaf to certify that the copy of the passport being submitted is a true copy.

Certified copy of passport

I a

(tick as appropriate)

Solicitor

Commissioner for Oaths

Peace Commissioner

Notary Public

confirm that the attached colour copy of passport number

is a true copy of the original document

Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Stamp of certifier