



**FORM 9 – Irish nationality and citizenship act 1956**

**FORM CTZ4**

**Application for a Certificate of Naturalisation by a naturalised Irish citizen acting on behalf of his/her minor child**

**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 application form if you are a naturalised Irish citizen seeking to obtain a certificate of naturalisation on behalf of your minor (under the age of 18) child. Your child should generally have 3 or more years residence in the State prior to the date of application.

**Please note**

- If you resided in Ireland for three of the four years prior to the birth of your minor child you may seek a passport for your minor 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](http://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** – your child’s Name, Nationality, Date and Place of Birth which will be recorded on your certificate of naturalisation, should your application be approved, will be as stated by you in your application. Please ensure the details you provide are correct. Once a certificate has issued it cannot be amended.

**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

## Data privacy notice

1. The data you provide in this form is collected by 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: 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](mailto: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
  3. 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:
  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 and TUSLA
6. 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. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

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 [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or from any Department of Justice Public Office, and forwarding it to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the Department of Justice Data Protection Officer at the address below. 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](http://www.dataprotection.ie).





**1.4 Naturalisation certificate number**

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**1.5 Date of naturalisation**

D	D	/	M	M	/	Y	Y	Y	Y
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**1.6 Person identity number ( This is specified on all correspondence issued by Immigration Service Delivery since October 2011)**

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**Section 2 Minor's Details**

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

**2.1 Forename(s)**

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**2.2 Surname(s)**

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**2.3 Mother's birth surname**

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**2.4 Place and country of birth of minor child**

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**2.5 Date of birth**

D	D	/	M	M	/	Y	Y	Y	Y
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**2.6 Gender (✓)**

Male                       Female                       Other

**2.7 Present nationality**

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**2.8 PPS Number (if they have one)**

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## Checklist

If you submit the application form without all of the required documentation, if photocopies of certificates are not certified as true copies of the originals, if the form is not fully completed or if the statutory declaration has 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
<b>Statutory Application Fee</b>	
The statutory application fee of €175 in the form of a Banker's Draft only, made payable to the <b>Secretary General, Department of Justice</b> . 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.	
<b>Identity documents</b>	
A full <b>colour copy</b> 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 12 for full instructions.*	
A photocopy of your minor 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.	
A copy of your Naturalisation Certificate.	
<b>Residency</b>	
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 from his or her date of arrival in the State to date of application. The school letters must show enrolment dates, periods of attendance and the number of days attended in each school year.	
<b>If your child has attended school in Ireland for less than three years</b>	
A letter from the Department of Social Protection stating that you are receipt of child benefit for your child, and the date on which payment commenced <b>AND</b>	
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	
<b>If your child is 16 years of age or older on the date of application</b>	
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	
<b>Please ensure</b>	
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	

**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.

## *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 applicant's 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*