



An Roinn Dlí agus Cirt
Department of Justice

Citizenship Guidance

How to submit identity documents and residency proofs to support your citizenship application

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About this document

Congratulations on taking your final steps towards becoming an Irish Citizen.

This document helps identify what you need to provide to prove your identity and demonstrate that you have been resident in Ireland for the required amount of time.

We have provided a list of the required documents and a scorecard to help guide what you need to submit.

You must reach 150 points for each year of residence.

Please do not submit more than the required proofs – if we need more information we will contact you.

All proofs must show your name and residential address.

IMPORTANT

The following will result in an application for Naturalisation being rejected and your fee lost:

- 150 Point threshold on scorecard not obtained and no necessary affidavit included
- All relevant sections of the form must be completed fully eg. no missing signatures, incorrect dates etc
- Incomplete form e.g. missing pages and or statutory declaration, no proofs provided, relevant sections not filled out
- Supporting Documentation is either not provided, incomplete or of poor quality (illegible)
- Statutory declaration – this is a legal document. It must be completed witnessed, signed and dated correctly

Please note, if you change your address or your email at any stage while we are processing your applications it is your responsibility to notify Citizenship Division. A change a address form can be found on www.irishimmigration.ie. Please also provide proof of your new address.











Proof of Identity Documents

All applicants must establish their identity. Applicants can do this by submitting identity documents with a predetermined point value until they reach a score of 150 points.

Officials may request additional proofs of identity to those provided by the applicant.

Please Note:

Passports and other documents will undergo anti-fraud checks. Instances of suspected fraud will be referred to An Garda Síochána under S.29A of the Irish Nationality and Citizenship Act 1956. S.29A makes it a criminal offence to provide false or misleading information during the course of your naturalisation application. The maximum punishments under the Act are a fine of up to €50,000 and/or imprisonment of up to 5 years.

| Type A – Identity Proof Score Card | | Points Value |
|---|---|--------------|
|  | Certified colour copy of the biometric page of passport* (Home Country) In Date | 150 POINTS |
|  | Certified colour copy of Passport (Home Country) - Expired <u>less</u> than 365 days on date of Citizenship application | 75 POINTS |
|  | Certified colour copy of Passport (Home Country) - Expired <u>more</u> than 365 days on date of Citizenship application | 50 POINTS |
|  | Certified colour copy of Home country National Identify document issued in accordance with EU Regulation 2019/1157 | 50 POINTS |
|  | Certified colour copy of Home country National Identify document - (other) - In Date | 50 POINTS |
|  | Certified colour copy of Certificate of identity/emergency passport | 50 POINTS |
|  | Certified copy of laissez passer/Red Cross/UNHCR identify documents – Expired | 50 POINTS |
|  | Certified copy of Irish Residence Permit (IRP) Card - In Date | 75 POINTS |
|  | Certified copy of Correspondence from Employer or Government Department confirming your PPS number/Certified copy of Public Services Card | 25 POINTS |
|  | Certified copy of Driving licence - with photo ID - In Date | 10 POINTS |





* A passport is a travel document issued by a country's Government to its citizens that verifies the identity and nationality of the holder.







Residency Proofs section

To be eligible for Irish Citizenship you must be able to demonstrate that you have been resident in Ireland for the full year prior to your application AND for periods totalling 4 years in the 8 years before that.

To help you with your application we have developed a score card. With this system you must provide 1 **Type A** proof and 1 **Type B** proof for each year. Type A proofs are worth **100 points**, Type B proofs are worth **50 points**. You must reach the **150 point** threshold for each year.

Please do not exceed the 150 point threshold for each year – if we need more information we will contact you.

| Type A – Residency Proof: | | Points Value |
|---|---|--------------|
| For each year you must have one of the following | | |
|  | Employment Detail Summary | 100 POINTS |
|  | Copy of P60 | 100 POINTS |
|  | Department of Social Protection Annual Contribution | 100 POINTS |
|  | Bank Statements | 100 POINTS |

| Type B – Residency Proof Score Card | | Points Value |
|---|---|--------------|
|  | Credit Card Statement | 50 POINTS |
|  | Rent agreement | 50 POINTS |
|  | Annual mortgage statement | 50 POINTS |
|  | Phone Bill | 50 POINTS |
|  | Utility Bill | 50 POINTS |
|  | Medical Practitioner Employment History | 50 POINTS |

Employment Details Summary

From 1 January 2019, the P60 is abolished and replaced with an Employment Detail Summary. The Employment Detail Summary is available to employees through ROS - My Account – www.revenue.ie

Social Protection

You may provide your Department of Social Protection annual statement (Contribution or Payment statement) for each of the relevant years. This payment must show proof of transactions. Universal payments such as Child Benefit payment will not be recognised as proof of residency without collaborating proof that the minor child has been resident in Ireland (e.g. Student School attendance report).

One of either of the two following annual statements will be accepted:

- A. Contribution Statement: A Contribution Statement is a summary of your social insurance record in Ireland,
- B. A payment statement is a record of the amount paid to you by the Department of Social Protection for a period of time. The statement will have a breakdown per scheme of how much received and the dates these payments were received. Details of how to obtain an annual statement can be viewed at: <https://services.mywelfare.ie/en/topics/statements-and-refunds/>

Bank Statements

The Statements must record point of sale (POS) transactions monthly (with ROI or NI addresses). Typically this will mean a minimum of three POS transactions per month for each of the required number of years.

For each of the required number of years (3 consecutive months per year).

These must be issued by a Retail Bank or Credit Union regulated by either the Central Bank of Ireland or European Central Bank.



Your journey towards Irish citizenship



Residency proofs

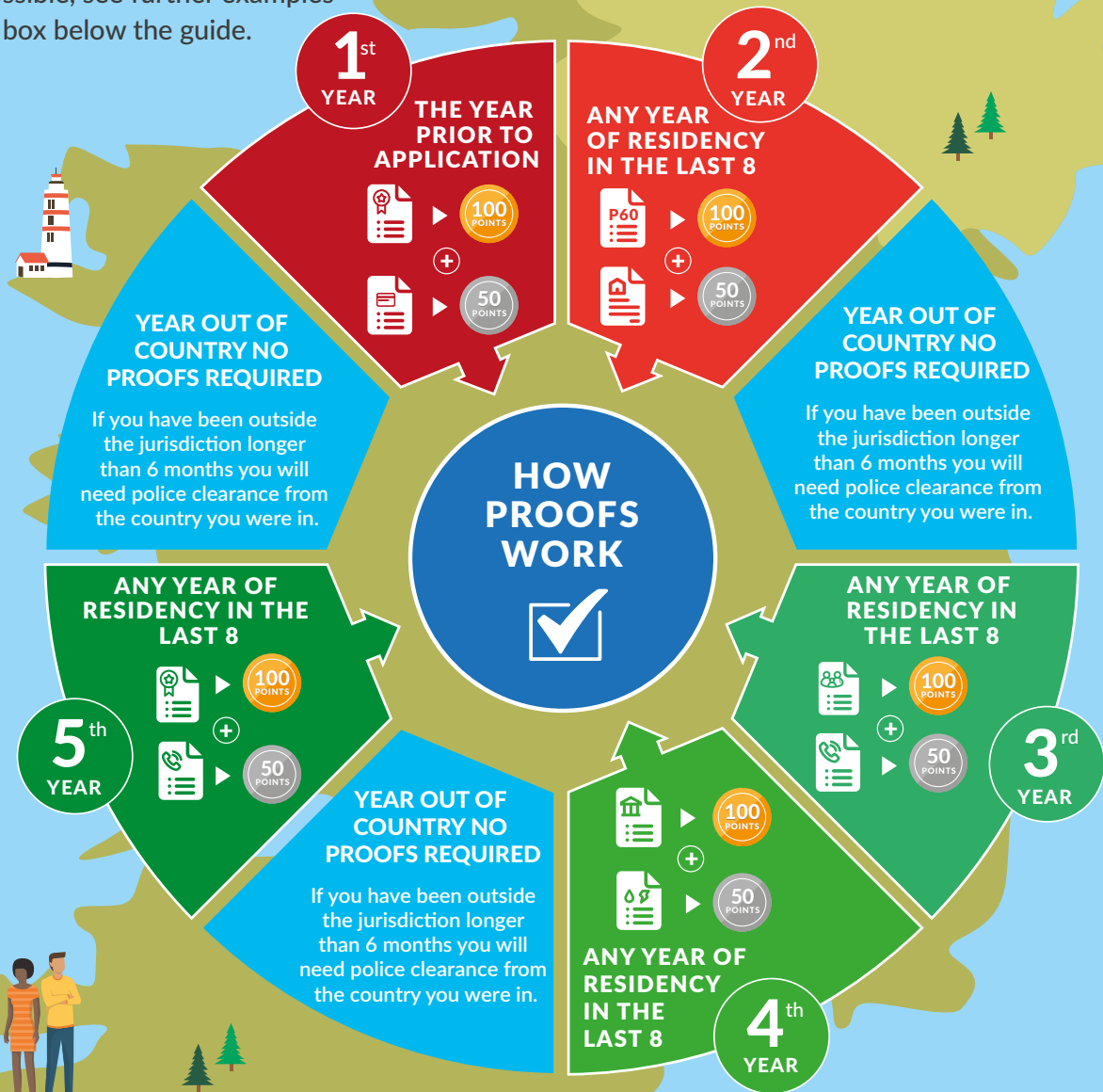
The below guide is an example of various possible combinations of proofs selected for 5 years within an 8 year period. However any number of combinations are possible, see further examples in the box below the guide.

How it works?

Submit **One Type A proof*** and **One Type B** for the year prior to your application. Plus 4 other years during the last 8 years. You must reach 150 pts for each year of residency.

For each of 5 years

| TYPE A PROOF | TYPE B PROOF | | POINTS |
|---|---|---|--------|
|  |  | + | = 150 |
| | | | POINTS |



Any 5 years of residency in the last 8 can be used as proof but **must** include the year prior to application. Additional examples on right.



What if I cannot reach 150 points

We recognise there may be cases where individuals, for varying reasons, maybe unable to meet the required **150 points** in each year of residency.

In this circumstance you must complete the scorecard to the highest standard you can and provide an affidavit explaining the reasons for being unable to meet the full requirement.

Each application will be reviewed on a case by case basis. The Affidavit will be considered in lieu of a significant deficit in points this should only be used in exceptional circumstances however.

A residential proof affidavit template is available at the end of this guidance document.

Note: This affidavit must be fully completed and submitted with your application.

If Citizenship Division needs to contact you for clarification or additional documentation, your application may be delayed and could lose its place in the processing queue.

This guide is in addition to the Form 8 guidance currently available on www.irishimmigration.ie



Residency proofs based on marriage or civil partnership

The proofs required for applications made on the basis of marriage or civil partnership to an Irish Citizen are slightly different to other applications.

You must be married to/in a civil relationship with the Irish citizen for not less than 3 years, and be living together at the date of making an application and have the required residency in the island of Ireland.

- Documentary proof of Irish spouse's/civil partner's entitlement to Irish citizenship (certified copy of Irish spouse's/civil partner's birth certificate if born in Ireland / certified copy of foreign birth register entry / spouse's or civil partner's parent's birth certificate if latter was born in Ireland / certified copy of naturalisation certificate / certified copy of Irish passport page with photograph).
- Certified copy of marriage certificate / civil partnership registration**. NOTE: If your civil partnership was registered in a country other than the State, then recognition of this relationship by the State is determined by reference to the Civil Partnership (Recognition of Registered Foreign Relationships) Order 2010. You should satisfy yourself that your registered relationship is recognised before making an application based on being the civil partner of an Irish citizen.
- The relevant sworn Affidavit (at the back of Form 8 application for naturalisation) must be completed by the Irish spouse/civil partner in the presence of a legal witness after you have signed the statutory declaration (Commissioner for Oaths, Peace Commissioner, Notary Public or Practising Solicitor).
- Copies of three different proofs of residence in the island of Ireland for both applicant and spouse/civil partner for 3 months prior to the date of application showing date and name and current address. Proofs include mortgage/rent agreement, household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, etc

Special Provisions Relating to Refugees

If you are a refugee, we understand that you may not have access to a national passport and you are exempt from the need to submit one.

To facilitate your application you can instead submit a certified copy of your Irish issued travel documents, your letter confirming refugee status along with a passport affidavit to meet the required threshold.

In your sworn affidavit, you must include the following information and be witnessed by an appropriate witness:

- a) Full name – any other names previously used and the reason for change i.e. marriage.
- b) Date of birth or any alternative dates of birth previously used.
- c) Reason passport cannot be obtained.
- d) Circumstances of your arrival in the State.

You must also include all original official documentation that may confirm your identity. Where originals are not available good quality copies must be provided.

If you have not used another name or date of birth, please confirm this on the affidavit.



How to submit your application and proofs

Please print the checklist on page 11 of this document and include it in your application alongside your relevant proofs.

- ✔ *To ensure safe delivery please use suitable envelopes that will not rip or tear in transit. Only include one application per envelope.*
- ✔ *Please submit the application form in loose leaf format in page order including the Statutory Declaration (Form 8 pages 35-37) and Referee pages (Form 8 pages 32-34)*
- ✔ *It is not necessary to submit the instruction pages of the Form 8 application (pages 1-15).*
- ✔ *Please submit only the required amount of proofs specific to your application in year order. Do not send additional proofs or duplicate proofs.*
- ✔ *Please put the Bank Draft and the passport photos together in an envelope with the applicants name on the outside.*
- ✔ *Do not send original birth, marriage, divorce or naturalisation certificates.*
- ✔ *Do not use staples, plastic pockets, ring binders, folders, plastic bags, boxes, etc. Do not bind the application.*



Checklist – Please print out and complete checklist to include with your application

Please confirm you have completed the following by ticking the relevant box:

- The application form is completed fully;
- This scorecard checklist is completed and included with the application
- You have met the **150** point threshold for proof of **identity**
- You have met the **150** point threshold for each year of **residency**
- Documents that are required to be certified as true copies of the originals have been certified by an appropriate witness
- Refugees submit a passport affidavit with a certified copy of their travel document where they do not hold an in-date National Passport
- The residential proof affidavit if required is included with the application
- All documents required for a successful application are submitted with the application form
- The Statutory Declaration is signed and dated by the applicant, in the presence of a practicing Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public – the Statutory Declaration is a legal document and must be treated as such





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