



An Roinn Dlí agus Cirt  
Department of Justice

# Required Documents Reference Guide

## Applications for Irish Travel Documents

IMMIGRATION SERVICE DELIVERY

## Required Documents Reference Guide

The information included in this document should help you upload the documents we need to process your online Travel Document application.

To avoid a delay in the processing of your application, please make sure to upload the required documents when making your application.

Please note, in some cases we may need additional documentation to process an application. When this happens, we will contact you to request it.

To see the documents you must upload to your online application form please click on the relevant link below.

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## 1. Convention Refugee Status

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy the letter or Refugee Status declaration issued by the Ministerial Decisions Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 2. Subsidiary Protection

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy the letter or Subsidiary Protection declaration issued by the Ministerial Decisions Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

**Letter from Embassy or High Commission** - You must upload a scanned copy of a letter from your Embassy or High Commission showing that they have formally refused your application for a passport or travel document (laissez passer). Where the Embassy is not located in the State they must confirm that there are no consular visits to the Republic of Ireland planned in the near future.

## 3. Programme Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy of the letter issued by the Irish Refugee Protection Programme granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 4. Family Member of a Convention Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 5. Family Member of a Subsidiary Protection Holder

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

## 6. Family Member of a Programme Refugee

**Identity Verification Form** - All applicants require an Identity Verification Form to be signed by a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Permission Letter** – A copy of the letter issued by the Family Reunification Unit granting you permission to reside in the State.

**Irish Residence Permit card (18+ only)** – As evidence of your residence in the State you must submit a copy of your valid Irish Residence Permit card.

**Letter from Embassy or High Commission** - You must upload a scanned copy of a letter from your Embassy or High Commission showing that they have formally refused your application for a passport or travel document (*laissez passer*). Where the Embassy is not located in the State they must confirm that there are no consular visits to the Republic of Ireland planned in the near future.

## 7. Minors (under the age of 18)

In addition to the documents outlined above, minors under the age of 18 must provide the following documents:

**School letter or letter from GP** – not more than one week old – from a school or GP in the State confirming applicant is enrolled and attends.

**Consent of guardians (minors under the age of 18)** – Travel Document applications for children under the age of 18 need the consent of all guardians (unless the child is married). All guardians need to sign the relevant part of the **Child Travel Document Identity and Consent Form** in the presence of a member of An Garda Síochána. This form can be downloaded from our website ([LINK](#)) and printed.

**Lone guardian** – Where a child has only one guardian they must provide either a sole parent declaration [TRAVEL-DOCUMENT-DECLARATION-FOR-SOLE-GUARDIANSHIP.pdf \(irishimmigration.ie\)](#), or a full care order.

**Birth Certificate** – Long form birth certificate which records details of minor's birth / biological parents. Where a birth certificate cannot be provided a birth affidavit ([LINK](#)) must be submitted.

**Where one parent is not resident in the State** – A letter of consent must be provided which has been signed and stamped by a solicitor or Commissioner of Oaths.

## 8. When your previous Travel Document was lost or stolen

In addition to the documents outlined above, when your previous Travel Document was lost or stolen you must provide these additional documents:

**Original Garda Report** or Garda Pulse ID obtained when you first reported loss/ theft.

\*Where your Travel Document was lost or stolen outside of the State, you must provide a police report.

**Evidence to show use of name** – e.g. payslips, bank statement, records of Social Welfare payments, etc.

**Evidence of residency at address shown on form** – e.g. utility bills, official correspondence from public or private bodies.

## 9. Applying from outside of the State

**Identity Verification Form** - All applicants require an Identity Verification Form. When applying from outside of the State, this form must be witnessed at an Irish Embassy. This form can be downloaded from our website ([LINK](#)) and printed.

## 10. Applications submitted by a legal/NGO representative

If you use a legal/NGO representative to submit your application, they must submit a letter of authority.

