



### Application for permission to apply for a new Employment Permit

This application is for people who have held an Employment Permit issued by the Department of Enterprise Trade & Employment but who have lost their job. This permission allows you time in the State to apply for a new Employment permit

You should use the application form if:

- You entered Ireland with an Employment Permit and you have lost your job
- You have not been convicted of any serious crimes.

How to complete this form:

- Read the guidelines on our website [Reactivation Employment Permit Scheme - Immigration Service Delivery \(irishimmigration.ie\)](https://www.irishimmigration.ie)
- Complete all sections of the form fully
- Complete the form in English, in block capitals, and use ticks where appropriate.
- You must supply copy of your current or latest employment permit, copy of the biodata page of your passport, copy of your entry stamp in your passport and a letter from DETE or your employer outlining why your current employment has ceased
- Sign and date the data privacy statement
- Please do not include any extra documents. If required we will ask you for other documentation.

How to submit this form:

You should email [DRPCustomerservice@justice.ie](mailto:DRPCustomerservice@justice.ie) with:

- This application form, completed and signed in PDF
- Put *Reactivation Employment* in the subject line

Attach the appropriate supporting documents. These are listed in section 3.

Emailed applications will ensure a quicker response. However, you may also post applications to:

Unit C Reactivation Employment, Domestic Residence, Immigration Service Delivery, 13-14 Burgh Quay, Dublin 2, D02 XK70

PLEASE NOTE: Postal applications will take longer to process.

- Applications will not be accepted from persons outside the State.

Where to send your completed application form:

Email to [DRPCustomerservice@Justice.ie](mailto:DRPCustomerservice@Justice.ie)

Postal Applications  
Reactivation Employment Permit  
Unit C Domestic Residence and Permissions Division  
Immigration Service Delivery  
13/14 Burgh Quay  
Dublin 2  
D02 XK70

## Data Privacy Notice

The Domestic Residence and Permissions Division (DRP), Immigration Service Delivery (a part of the Department of Justice) will treat all information and personal data that you provide as confidential, in accordance with the EU General Data Protection Regulation and the Data Protection Act, 2018. Information provided to the Department of Justice will only be shared with other approved organisations in accordance with appropriate legislation. The full text of the Privacy Notice for Immigration Service Delivery can be found on our website at <https://www.irishimmigration.ie/privacy-policy-and-cookies/>

The full text of DJE's Data Protection Policy can be found at: [https://www.justice.ie/en/JELR/Pages/Data\\_Protection](https://www.justice.ie/en/JELR/Pages/Data_Protection)

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights. I confirm that the information provided in the form below is true to the best of my knowledge

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Section 3

## Application for immigration permission

Please state in detail why you cannot renew your current Employment Permit.

## Section 3

## Document checklist

Please provide copies of the following documentation. Please note that ISD may request further information/documentation during the course of processing the application. Please do not submit more documentation than is requested on this form. **If the decision maker needs any extra documentation they will request it.**

Documents Required	Tick if you have submitted (✓)
Copy of biodata page of passport	
Copy of the entry stamp in passport	
Copy of Employment Permit	
Letter from the Department of Enterprise Trade and Employment or your employer detailing the reason for this application .	