



An Roinn Dlí agus Cirt  
Department of Justice

# Citizenship Guidance

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

About this document.....	03
Proof of identity documents .....	04
Residency proofs points system .....	05
Your journey towards Irish Citizenship .....	07
What if I cannot reach 150 points.....	08
Residency based on marriage or civil partnership .....	09
Special provisions for refugees .....	10
Checklist .....	11
Appendix 1 – Residential Proof Affidavit .....	12

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 unnecessary 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)

*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 of address form can be found on [www.irishimmigration.ie](http://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 <b>less</b> than 365 days on date of Citizenship application	75 POINTS
	Certified colour copy of Passport (Home Country) - Expired <b>more</b> 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.

<b>Type A – Residency Proof:</b>		<b>Points Value</b>
For each year you must have one of the following		
	Employment Detail Summary	
	Copy of P60	
	Department of Social Protection Annual Contribution	
	Bank Statements	

<b>Type B – Residency Proof Score Card</b>		<b>Points Value</b>
	Credit Card Statement	
	Rent agreement	
	Annual mortgage statement	
	Phone Bill	
	Utility Bill	
	Medical Practitioner Employment History	

### 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](http://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
				<b>150</b>



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 application form guidance currently available on [www.irishimmigration.ie](http://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 (available to download on the online application portal) 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 certified copies of official documentation that may confirm your identity.

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



## Checklist

- The application is completed fully;
- 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 uploaded with the application
- All documents required for a successful application are uploaded with the application
- If your application is based on marriage to or civil partnership to an Irish citizen ensure the relevant Statutory Declaration is downloaded ( available on the online application portal) and completed in the presence of a practicing Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public.

In relation to applications by a person of full age including young adult ensure the Statutory Declaration box is ticked.

**The Statutory Declaration is a legal document and must be treated as such**





