



VOLUNTARY RETURN APPLICATION

PERSONAL INFORMATION

NAME		DATE OF BIRTH	
GENDER			PERSONAL ID NUMBER
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		NATIONALITY	LANGUAGE:
CURRENT ADDRESS (number, street, building)			
CITY		COUNTY	EIRCODE
PHONE 1	PHONE 2	EMAIL ADDRESS*	
		<p>By ticking the box below, I consent to Immigration Service Delivery emailing official communication to me in relation to my immigration status to my email address provided on this application form. I understand these documents will include notifications and decisions and it is my responsibility to take any required action in response. I understand I am not obliged to receive communications electronically and that I may withdraw my consent at any time by emailing.</p> <p><input type="checkbox"/> I consent <input type="checkbox"/> I do not consent</p>	
Have you ever been known by any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list:			
Have you ever been known under any other nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list:			
Have you ever been arrested, charged with or convicted of any crime in Ireland or any other country? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list:			

STAY IN IRELAND

PERMISSION TYPE	DATE OF ENTRY TO IRELAND	HOW DID YOU ARRIVE IN IRELAND	WHY ARE YOU LEAVING IRELAND
<input type="checkbox"/> Applicant of International Protection <input type="checkbox"/> Undocumented <input type="checkbox"/> Issued with a Deportation Order <input type="checkbox"/> Issued with a Transfer or Return Order <input type="checkbox"/> Other			

DOCUMENTS

Document Type	Location	Date of Expiry	Passport Number
<input type="checkbox"/> National Passport <input type="checkbox"/> Emergency Document <input type="checkbox"/> National ID Card <input type="checkbox"/> I need help with obtaining a travel document	<input type="checkbox"/> It is with me <input type="checkbox"/> It is with the IPO <input type="checkbox"/> It was taken at the airport <input type="checkbox"/> It is with the Irish police <input type="checkbox"/> It is lost/stolen <input type="checkbox"/> Other If other, please list:		

DEPENDANTS TRAVELLING WITH YOU

Dependent Name	Relationship	Date of Birth	Passport Number and Location

TRAVEL ASSISTANCE AND INFORMATION

Type of Assistance Needed	Country and Airport of Return	Final Address	Contact Details
<input type="checkbox"/> Package A- Full support <input type="checkbox"/> Package B- Flights Only <input type="checkbox"/> Package C- Reintegration Only <input type="checkbox"/> Package D- I Can Pay for my own flight			

ASSISTANCE WITH RETURN

Have you any conditions or issues that Immigration Service Delivery need to be aware of in facilitating your departure from Ireland? For example, a medical condition, pregnancy or medication needs Yes No

If Yes, please list:

Is there any additional information that the Immigration Service Delivery should be aware of prior to your departure

Yes No

If Yes, please list:

I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for dismissal.

SIGNATURE _____

DATE _____

Privacy Notice

Introduction

1. The data you provide is collected by the Voluntary Return Unit, a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and the data controller's contact details are:

The Voluntary Return Unit,

Repatriation Unit,

Department of Justice,

13-14 Burgh Quay

Dublin 2

voluntaryreturns@justice.ie

How will your personal data be used?

2. We may use the personal data you provide for the following purpose(s):

- To verify your identity;
- To enable us to make a decision on your application;
- To assist you to voluntary return to your Country of Origin

Legal Basis for processing your Personal Data

3. Our legal basis for collecting and processing this data is as follows:

- International Protection Act 2015.
- Immigration Act 1999

Security of Personal Data

4. The personal data provided will be stored securely on DoJ IT servers.

Sharing of Personal Data

5. It may be shared, where appropriate, with the following third parties:

- National Embassies and Consulates with your permission;
- The IOM;
- An Garda Síochána;
- Garda National Immigration Bureau;

- Documents you submit in support of your application may also be validated with the issuing authority/body.

Further processing of your Personal Data

6. There will be no further processing of your personal data.

Transfer of Personal Data outside the EEA

7. No data is transferred outside the EEA.

Contact for Queries

8. The contact for any queries in relation to this form is the Voluntary Return Unit, Repatriation Unit, The Department of Justice, 13-14 Burgh Quay, Dublin 2 or voluntaryreturns@justice.ie

How long will Personal Data be retained?

9. This data may be retained until ISD can be sure that you will not have any 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.

How to Request a copy of your Personal Data

10. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:

- [at http://www.justice.ie/en/JELR/Pages/Data_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
- from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to subjectaccessrequests@justice.ie or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

Your Rights in relation to your Personal Data

11. You have the right to rectify any inaccuracies in your data. To do this you should write to the Voluntary Return Unit, Repatriation Unit The Department of Justice, 13-14 Burgh Quay, Dublin 2 or voluntaryreturns@justice.ie documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.

12. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.

13. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website www.dataprotection.ie or by post to:

21 Fitzwilliam Square South

Dublin 2

D02 RD28

Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at:

http://www.justice.ie/en/JELR/Pages/Data_Protection

Contact the DPO

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

The Data Protection Officer,

Department of Justice,

51 St. Stephen's Green,

Dublin 2, D02 HK52.

Or

by email - dataprotectioncompliance@justice.ie