



## Application for Extension of Visitor Permission in Exceptional Circumstances

### This form is for:

This form is for people who are already in Ireland on a *visitor permission* and, because of unforeseen and exceptional circumstances, need to extend their visitor permission for up to *90 days*.

### You should use this application form if:

- You are in Ireland on visitor permission, e.g. you entered the State as a visitor less than 90 days ago and you intended to leave within those 90 days
- Something has happened that unexpectedly means you need to stay up to a further 90 days
- You have travel insurance to cover the extra time you will spend in Ireland
- You have funds available to cover the extra time you will spend in Ireland
- You expect to leave Ireland less than 90 days after your original visitor permission expires

### How to complete this form:

- Read the guidelines which are available on our website: [Extension of Visitor Permission](#)
- Fill out one form for each adult and each child who requires an extension of visitor permission
- Complete all sections of the form fully
- Complete the form in English, in block capitals, and use ticks where appropriate.
- Sign and date the data privacy statement
- Include the required documents listed in the checklist in Section 5

### How to Submit this form:

Please submit your application through the dedicated Customer Service portal. You can register for an account or log in to your existing account (<https://portal.irishimmigration.ie/en/>):

- Select '*Submit Query*' and choose the correct options from the following categories: '*Domestic Residence and Permissions>I want to submit an application>Extension of Visitor Permission*'
- Please attach your signed and fully completed application form in PDF format with supporting documents (as per Section 5)
- You may attach extra documents in separate portal queries or we will request extra documents from you. Include all applications for your group along with the full names and date of birth of each applicant in the text.

Applications submitted via the Customer Service portal ensures a more efficient and quicker response. However you may also post applications to: Extension of Visitor Permission, Immigration Service Delivery, 13-14 Burgh Quay, Dublin 2, DO2 XK70

### Next Steps

- Applications are processed as quickly as possible, usually within 1 month. We cannot provide updates on an application's status.
- If anything in your circumstances changes, you must submit new supporting documentation as appropriate.
- Applications will not be accepted from persons outside the State.

If successful a **registration fee of €300 per adult** shall be payable at your local immigration office

## Data Privacy Notice

1. The data you provide in this form and in associated correspondence is collected by the Immigration Service, a part of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: Data Controller, Domestic Residence Permissions Division, Immigration Service Delivery, the Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70.

2. You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)

3. We will use the personal data provided in this form and in associated correspondence for the purpose of processing in respect of your application for an immigration permission, or for an application made on behalf of a minor.

4. We may also use the personal data provided in this form and in associated correspondence as part of any future considerations regarding the applicant's immigration or status.

5. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows: To protect the integrity of the immigration process and to ensure that the proper enactment and scheme of the Extension of Student Conditions is complied with. To fulfil the function of the Minister for Justice (Management of inward migration to the State[Immigration]) as designated in the Ministers and Secretaries Act 1924 (as amended).

6. We are obliged to collect and process this data to ensure the effective and efficient operation of the immigration services of Ireland which fulfils an important public interest.

7. The personal data provided here will be stored securely in the immigration service's databases. It may be shared, if necessary, with the following third parties: Government departments and agencies; An Garda Síochána;

8. The personal data you provide in this form and in associated correspondence is necessary for us to process your application and to issue a decision, whether for you or on behalf of a minor. If you do not provide this data, the application cannot be processed.

9. This data may be retained until we 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.

10. You and any person named in this form have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at [www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection), and sending it to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie). You may be required to verify your identity before we send the information to you.

11. You and any person named in this form have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Data Controller, Domestic Residence Permissions, Immigration Service Delivery, the Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70, explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.

12. You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie) or Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.

By ticking this box, I acknowledge that I have read and understood the information provided above by the Department of Justice, which relates to my data protection rights, for the purposes of ensuring fair and transparent processing of my personal data.





## Section 3

## Request for Extension of Visitor Permission

**3.1** Outline in detail why you require a short extension to your visitor permission

*These should be the exceptional circumstances which could not have been avoided and which have occurred since you arrived in the State.*

**3.2** Outline in detail the Financial resources available to you to cover the cost of this short extension to your visitor permission.

*Supporting documents should be provided to show that you have sufficient resources.*

**3.3** Do you have Travel Insurance (which covers medical) (✓)

Yes  No  *If yes, please attach details with your supporting documents*

**3.4** New Expected Departure Date

D	D	M	M	Y	Y	Y	Y
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**A maximum of 90 Days extra can be requested**

**3.5** Please provide any other information that you consider relevant to the application. If you are unable to provide any of the information or details requested in this form please explain why.



**Section 5****Document Checklist**

Please provide the following documentation as specified. Decision letters will issue to you by registered post. Please note that ISD may request further information and documentation when processing the application.

**Failure to attach the documents requested below will result in your application form being deemed incomplete and returned.**

<b>Document Description</b>	<b>Tick as submitted (✓)</b>
<b>Applicant Documentation</b>	
<b>Copy</b> of bio-metric page of applicant's current passport, i.e. the passport used to enter the State to	
Copy of applicant's <b>entry stamp</b> into the State	
Detailed Medical Reports (if requested on medical grounds) clearly stating that applicant is unfit for travel	
Evidence of medical insurance (travel insurance to cover period of extension will suffice)	
Evidence of funds available to support yourself while in the State	

<b>Contact Details</b>	
Contact address in the State	
Contact phone number in the State	
Contact e-mail	
Sponsors contact address, telephone number and e-mail	

I confirm that the information contained in this form is true and accurate to the best of my knowledge

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian of applicant (aged under 18 years): \_\_\_\_\_

Date: \_\_\_\_\_