



Application for Reactivation Employment Permit Permission

Who is this application form for?

This application form is for people who have held an Employment Permit issued by the Department of Enterprise Tourism & Employment (DETE) but who have lost their job and their immigration permission has expired. You can use this form to request additional time to remain in the State. If you are granted permission, you will receive permission to remain for six months in order to apply to DETE for a new employment permit.

You should use the application form if:

- You hold or held an Employment Permit and you have lost your job
- Your immigration permission has expired and
- You are of good character and have not come to the adverse attention of An Garda Síochána.(Irish Police)

How to complete this form

- Read the guidelines on our website Reactivation Employment Permit Scheme - Immigration Service Delivery <https://www.irishimmigration.ie/my-situation-has-changed-since-i-arrived-in-ireland/reactivation-employment-permit-scheme/>
- Complete all sections of the form fully
- Complete the form in English, in block capitals, and use ticks where appropriate.
- Along with your completed application form, you must upload a copy of your current or latest employment permit, a copy of the biodata page of your passport, a copy of your entry stamp in your passport and a letter from DETE or your employer outlining why your current employment has ended.
- To avoid delays in processing your application, please only include the requested documents. If required, we will ask you for any other documentation.

How to submit this form:

Please submit this form and requested documents through our [Customer Service portal](#).

Additional guidance on using the Customer Service Portal is available on our website at [Customer Service Portal - A guide to using the online self-service portal - Immigration Service Delivery](#)

Note : Applications will not be accepted from persons outside the State.

Privacy Notice

Introduction

1. The data you provide is collected by Domestic Residence and Permissions Division, 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:

Domestic Residence and Permissions Division, Immigration Service Delivery,
Department of Justice, 13-14 Burgh Quay,
Dublin 2, D02 XK70.

How will your personal data be used?

2. We may use the personal data you provide in this form and in associated correspondence for the following purpose(s):
 - Processing in respect of your application for an immigration permission, or for an application made on behalf of a minor,
 - As part of any future considerations regarding the applicant's immigration or status.

Legal Basis for processing your Personal Data

3. Our legal 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 of the De facto scheme (policy document) 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).

Further processing of your Personal Data

4. Where it is necessary and proportionate to do so, in accordance with the Data Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities¹

Any other body or entity authorised by law to exercise public authority and public powers for the international organisations for the purpose of ensuring the effective and efficient operation of the immigration services of Ireland, which fulfils an important public interest. The personal data you provide in this form and in associated correspondence is necessary for us to process the 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. It may be shared, if necessary, with the following third parties:

- Government departments and agencies;
 - Garda National Immigration Bureau;
 - An Garda Síochána.
5. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.
 6. The DoJ is committed to providing efficient and effective services to our customers. We may use your contact details (email address etc.) to gain a deeper understanding of your experience with the DoJ by way of an anonymous survey. You may receive this survey after your interaction with the DoJ has concluded.

¹ A competent authority means:

A public authority competent for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security, or
Any other body or entity authorised by law to exercise public authority and public powers for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security.

Contact for Queries

7. The contact for any queries in relation to this form is Domestic Residence and Permissions Division, Immigration Service Delivery, Department of Justice, 13- 14 Burgh Quay, Dublin 2, D02 XK70.

How long will Personal Data be retained?

8. 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.

How to Request a copy of your Personal Data

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

At <https://www.gov.ie/en/organisation-information/fd31f0-protecting-personal-data-in-the-department-of-justice/> 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

10. You have the right to rectify any inaccuracies in your data. To do this you should write to this form is Domestic Residence and Permissions Division, Immigration Service Delivery, Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70, or by email [Email Address, if Business Unit has a generic email address] 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.
11. 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. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits. To obtain this, please write to Domestic Residence and Permissions Division, Immigration Service Delivery, Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70. [Email Address, if Business Unit has a generic email address].
12. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by web-forms 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](#).

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

Section 1 Applicant's personal details

In this section, you will need to provide some personal details about yourself.

1.1 Surname(s) (as shown in passport)

[illegible]

1.2 Forename(s) (as shown in passport)

[illegible]

1.3 Other name(s) (maiden name, name at birth, any other names) by which you are or have been known

[illegible]

1.4 Date of Birth (dd/mm/yy)

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1.5 Current address (in the State)

[illegible]

1.6 Eircode

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1.7 Contact Mobile Phone Number

[illegible]

1.8 Irish Residence Permit Number

[illegible]

1.9 Contact Email Address

[illegible]

Section 1 A Passport or travel document details of applicant

In this section, you will need to provide details about your passport, or other travel document.

1.10 Passport number

[illegible]

1.11 Issuing Country

[illegible]

1.12 Date of issue (dd/mm/yy)

1.13 Date of expiry (dd/mm/yy)

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Section 2 Immigration and Employment Details

In this section you need to provide some details about your entry into the State and your residence history in the State

2.1 What date did you arrive in the State? (dd/mm/yy)

2.2 Do you have current valid immigration permission?

YES ☐

NO ☐

2.3 If you answered NO to question 2.2 what was the expiry date of your most recent permission to be in the State? (dd/mm/yy)

2.4 What is the date of expiry on your current IRP Card? (dd/mm/yy)

2.5 What is your most recent permission type – the stamp number on your IRP registration card?

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Section 3 Application for immigration permission

Please indicate the reason for this application (tick appropriate box)

1. I wish to apply for immigration permission to apply for a reactivation employment permit
(tick ✓ as appropriate)

- a. I lost my employment due to no fault of my own ☐
- b. Due to the increase in DETE salary thresholds - my employer
won't apply for a general / critical skills employment permit ☐
- c. I failed my employment probation ☐
- d. 50/50 rule – Company has 50% of employees on employment permits ☐
- e. Not enough work available ☐
- f. The job on offer is not eligible for an employment permit ☐

(include further any relevant information in the box below)

2. I wish to apply for permission while waiting for an Employment Permit to process ☐

3. Any other reason (please explain in the box below): ☐

Section 4 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 (<input type="checkbox"/>)
Copy of biodata page of your passport	<input type="checkbox"/>
Copy of the entry stamp in passport	<input type="checkbox"/>
Copy of your Employment Permit	<input type="checkbox"/>
Letter from the Department of Enterprise Tourism and Employment or your employer detailing the reason for this application.	<input type="checkbox"/>
If you are using a legal representative, please submit a letter of authority duly signed by you authorising the solicitor to act on your behalf.	<input type="checkbox"/>

Section 5 Declaration

Acknowledgement Statement

By ticking this box ☐ I hereby declare that the information I have provided in this form is true, complete, and accurate to the best of my knowledge. I understand that the provision of false, misleading, or incomplete information may result in the refusal or revocation of any immigration permission granted based on such information. The date of my application will be recorded as the date on which my completed application is submitted through the Customer Service Portal and will be used for all administrative purposes.

Name : _____