



Application for permission to remain in the State on the basis of marriage/civil partnership with an Irish National

This application form is for non-EEA nationals who are married to an Irish National and living in the State.

You should use the form if

- You are married to/in a civil partnership with an Irish National, **and**
- You and your spouse/civil partner are in the State, **and**
- You have been refused registration at your local immigration office and referred to make an application to ISD.

How to complete the form

- Read the guidelines on our website [Spouse/Civil Partner of Irish National Scheme - Immigration Service Delivery \(irishimmigration.ie\)](https://www.irishimmigration.ie/Spouse/Civil-Partner-of-Irish-National-Scheme-Immigration-Service-Delivery)
- Fill in the form using a computer, smartphone, or tablet, and save the changes.
- All sections must be completed and documentation provided as required. Where indicated, please place a tick in the appropriate box.
- All declarations must be signed. Typed signatures are accepted.
- Please note that copies of certain documents are required to be submitted with this form. Please refer to the checklist in Section 8 of this form. We can only accept PDF, JPEG and PNG file types up to 5MB for each portal comment (Original documents may be requested at a later stage if required when finalising the application).
- If you are unable to provide any of the information or details requested please provide a written explanation indicating the reasons for this in Section 7 of this form.

Incomplete application forms will not be processed and your application will be refused.

- Applications are dealt with in strict chronological order of receipt. A decision may take up to 12 months from the date of receipt of a fully completed application form.
- While your application is being processed you must advise us of any change in your circumstances (including of residence, marital status, address, or change in activities of the Irish spouse). You must submit new supporting documentation as appropriate.

How to submit this form

- Remember to save the form after filling it in completely.
- Submit the completed application form and supporting documents to using the ISD Online Portal at the following address - <https://portal.irishimmigration.ie/en/>
- A guide to using the customer service portal is available at the above link
- Please note that further documentation may be requested from you if required.

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, 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.

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**

1.1 Forename(s) (as shown in passport)

1.2 Surname(s) (as shown in passport)

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

1.4 Date of birth

1.5 Country of Nationality

1.6 Current address (in the State)

1.7 Eircode

1.8 Phone number (mobile number or landline number)

1.9 E-mail address

1.10 Date of Marriage/Civil Partnership

1.11 Were both parties in attendance at the wedding ceremony? (☐)

☐ Yes

☐ No

If you answered 'No', please provide explanation here:

Section 1 A Passport or travel document details of applicant

You will need to provide details of your **CURRENT** passport or other travel documents relevant to your Immigration History. If you need to supply details of further passports please supply at **Section 7**. **You must provide copies of the biodata page(s) of your passport with your application.**

1.12 Passport number

1.13 Date of expiry

Section 2 Immigration history of applicant

2.1 Registration number

(IRP Card – number on the back. GNIB card – number on the front)

2.2 What was your status on arrival in Ireland (☐)

- | | | |
|--|--|---|
| <input type="checkbox"/> Asylum-seeker | <input type="checkbox"/> Spouse of Irish National (D Visa) | <input type="checkbox"/> Employment Permit or Green Card Permit |
| <input type="checkbox"/> Student | <input type="checkbox"/> Visitor (C Visa) | <input type="checkbox"/> Entry without permission |

☐ Other (please give details):

2.3 Person ID (if you have one)**2.4 Are you currently subject to a Deportation or Transfer Order made in Ireland? (☐)**☐ Yes☐ No

If you answered 'Yes', please provide further details here:

Section 3 Personal details of Irish national spouse/civil partner**3.1 Surname(s) of spouse (as shown in passport)****3.2 Forename(s) of spouse/civil partner (as shown in passport)****3.3 Date of birth of spouse/civil partner****3.4 Current address (in the State)****3.5 Phone number (mobile number or landline number)****3.6 E-mail address**

Section 3A**Your relationship with the Irish National spouse/ civil partner**

3.10 Is the Irish National normally resident in the same household as you? (☐)

☐ Yes

☐ No (give details below)

3.11 Briefly outline your relationship history with your spouse to include dates and significant events which led to the marriage/civil partnership.

3.12 Please supply details of any children who are accompanying you. Please provide copies of the bio-data page of each child's passport with your application.

Section 4 Current activity of Irish National Spouse/Partner in the State

4.1 Type of activity (☐)

- ☐ Employment

 ☐ Self-employment

 ☐ Study
☐ Involuntary unemployment

 ☐ Residing with sufficient resources

NOTE: It is important to provide accurate contact details for employer/college as they may be contacted to verify the information provided.

If you ticked Employment or Self-employment, please provide your spouse's Employment Detail Summaries or equivalent documents from Revenue.ie for the previous three years with your application.

If you ticked Study, please complete the following fields

4.2 Study

4.2.1 Name of University/College

If you ticked Involuntary unemployment, please complete the following fields

4.3 Involuntary unemployment

4.3.1 Name of last previous employer

4.3.2 Address of last previous employer

4.3.3 Date employment ceased

Please provide your spouse's latest Employment Detail Summaries or relevant documentation from Revenue for the previous three years with your application.

Section 5**Criminal declaration of the applicant****This section deals with possible criminal activity:**

- This section asks about any criminal convictions or charges pending against you.
- This section asks about any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism.
- If you fail to answer all of these questions as fully and accurately as possible, your application for permission to remain may be refused.

5.1 Have you ever been charged or indicted in any country (including Ireland) with a criminal offence for which you have not been tried in court? (✓)

☐ Yes (give details below) ☐ No

Charge/Indictment No. 1	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 2	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 3	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

If you have received more than 3 criminal convictions, please indicate them in Section 7
Additional Information

5.2 Have you ever been convicted of an offence in Ireland or abroad? If yes, please provide details for EACH criminal conviction, starting with the most recent one. (☐)

☐ Yes (give details below) ☐ No

Criminal conviction No. 1	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Criminal conviction No. 2	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Criminal conviction No. 3	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

If you have received more than 3 criminal convictions, please indicate them in Section 7
Additional Information

5.3 Are there, or have there ever been any Court Orders in relation to Family Law matters to which you are/were party (e.g. Barring Order, Care Order, Protection Order or Safety Order etc.)? (✓)

☐ Yes

☐ No

If you answered 'Yes', please provide further details here:

5.4 Have you ever been a member of or given support to an organisation which has been associated with terrorism, served in a military force, or been involved in war crimes? (✓)

☐ Yes

☐ No

If you answered 'Yes', please provide further details here:

Please note that reports are obtained from An Garda Síochána and may be requested from other government departments, agencies, policing and/or immigration authorities in other jurisdictions. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application.

Declaration: Applicant

☐ I declare that the above information I have given is complete and is true to the best of my knowledge. I understand that any false or misleading information will result in the refusal of this application

Signature

Date

Declaration: Spouse/Partner

☐ I declare that the above information I have given is complete and is true to the best of my knowledge. I understand that any false or misleading information will result in the refusal of this application

Signature

Date

(Signatures may be typed)

Section 7**Additional information**

7.1 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 within the form then please provide an explanation below indicating the reasons why.

Section 8**Document checklist**

After your application form is accepted you will receive a ticket email.

Additional documentation can be provided in portal comments. We can only accept PDF, JPEG and PNG file types up to 5MB for each portal comment

Please note that we may request further information/documentation (including original documents) during the course of processing the application.

Document description	Tick if you have submitted (<input type="checkbox"/>)
Applicant identity document	
Biodata page of Applicant's current passport	
Documents of Irish National (one must be provided)	
Biodata page of Spouse's current passport	
Evidence of the relationship & marriage	
Marriage/Civil Partnership Certificate	
Evidence of the applicant's and spouse's residence in the State (at least one must be provided)	
Tenancy agreement or Title deeds to home	
Utility bills/Mobile Phone bills in applicant and sponsor's names	
Bank statements for the applicant and sponsor at shared addresses in the State	
If other please state living arrangement, e.g. Living with family member	
Evidence of current activity of Irish National Spouse/Partner in the State Please provide supporting documents for the current activity as per Section 4, Parts (A – E) (All must be provided)	

(A) Employment	
A recent payslip and previous 3 years Employment Detail Summaries	
Bank statements for spouse/partner for the last 12 months	
(B) Self-employment	
Agreed Tax Assessment from the Revenue Commissioner for the last financial year (if applicable) or Letter of Registration for Self-Assessment (Income Tax) from the Revenue Commissioners	
Bank Statements for spouse/partner for the last 12 months	
(C) Study	
Letter from college/course provider including course description, start date and completion date	
Bank statements for spouse/partner for the last 12 months	
(D) Involuntary unemployment	
Letter from Department of Social Protection with details of benefit claims for sponsor	
Bank Statements for sponsor for the last 12 months	
Employment Detail Summaries for sponsor for previous three years	
(E) Residing with sufficient resources	
Bank Statements for sponsor for the last 12 months	
Letter from Department of Social Protection with details of any benefit claims (or stating that there are no claims)	