

**Department of Justice and Equality
Irish Naturalisation and Immigration Service**

Important Information

Further information on Travel Documents can be found on our website www.inis.gov.ie (under Immigration - Travel Documents). It is important that you read this information before completing your application form.

Application Form

Please ensure that you indicate what type of Travel Document you are applying for in Section 1. All other relevant sections should be fully completed. If your application form is incomplete, or you do not submit all of the required documentation, your application cannot be processed and will be returned to you.

Fee Payable

The administration fee payable for a Travel Document is outlined on our website.

Photographs

You must submit 4 passport-sized photos with your application. They must meet the requirements set out on our website. These requirements are the same as those for an Irish Passport. It will not be possible for us to produce your Travel Document if the photos do not meet the required standard, and your application will be returned to you.

Signature

You must sign the Declaration in Section 8 in the presence of a member of An Garda Síochána. You must also sign the Declaration in Section 10, and in the box provided. No part of your signature should be outside this box. Your Travel Document cannot be produced if you do not comply with this requirement.

Lost/Stolen Travel Documents

If you are applying for a Travel Document to replace one that has been lost/stolen, you must also complete Section 6 of this form. Take note of the additional documents required. You will need to sign an undertaking in the presence of a member of An Garda Síochána, to return the missing document, if found. **Note – Applications for replacement documents will take a minimum of 12 weeks to process.**

Travel Documents for Minors (Children Under 18)

Parental Consent is required for all applicants under the age of 18 years. Section 7 of this form must be completed by both Parents/Legal Guardians. Where one parent claims to be the sole legal guardian of the minor, an affidavit will need to be sworn and submitted with the application. This form can be found on our website www.inis.gov.ie. Evidence that the child is resident in Ireland will also be required.

Please check www.inis.gov.ie for further information on Travel Documents before you complete this form.



Application for a Travel Document, Ireland

This Form is to be filled in BLOCK LETTERS

Section 1 - Travel Document Being Applied For

- ☐ Geneva Convention of 28 July 1951 (Refugee)
- ☐ Family Member of Refugee (Geneva Convention 28 July 1951)
- ☐ New York Convention of 28 September 1954 (Stateless Person)
- ☐ Subsidiary Protection under the European Union (Subsidiary Protection) Regulations 2013
- ☐ Section 24 Refugee Act 1996 as amended - Programme Refugee
- ☐ **Temporary Travel Document** – This document may be issued in exceptional circumstances only, to a person who is currently resident in Ireland, and does not hold a national passport. The Irish Naturalisation and Immigration Service (INIS) is not obliged to issue travel documents in such instances.

Official Use Only (04/12)

App No: _____

Travel Document Issued on _____

By _____

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Irish Naturalisation and Immigration Service

Section 2: Applicant Details

Surname: (Family Name)

Forename(s):

(1)

(2)

Current Residential Address (in Ireland): _____

Telephone Number:

Department of Justice Reference No:

69/

Person ID No:

GNIB Number:

GNIB Card Issue Date:

day/month/year

GNIB Card Expiry Date:

day/month/year

P.P.S. (Social Welfare) No in Ireland:

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if any

Gender: Male ☐ Female ☐

Date of Birth: // *day/month/year*

City & Country of Birth: _____

Current occupation: _____

Have you been convicted of any criminal offence in the State or abroad?

Yes ☐ No ☐ (if “Yes” give details)

Are there any charges pending against you in the State or abroad? Yes ☐ No ☐
(if “Yes” give details)

Section 3: Passport/Travel Document Details
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Please indicate if you are the holder of a Passport, Travel Document, or National Identity Card

Passport: Yes ☐ No ☐

Number

Date of issue: // *day/month/year*

Date of expiry: // *day/month/year*

Place of issue: _____

Nationality: _____

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Travel Document: Yes ☐ No ☐

Number

Date of issue: // *day/month/year*

Date of expiry: // *day/month/year*

Place of issue: _____

Nationality: _____

National ID Card: Yes ☐ No ☐

Number

Date of issue: // *day/month/year*

Date of expiry: // *day/month/year*

Place of issue: _____

Nationality: _____

None of the Above ☐

Section 4: Immigration History of Applicant in Ireland

Date of arrival in the State // day/month/year

Place of arrival in the State _____

Date of first Registration in Ireland: // day/month/year

If no registration date has been provided please explain why:

Status on arrival in the state (please tick)

Asylum Seeker ☐ Work Permit/ Authorisation/Visa ☐

Student ☐ Visitor ☐

Other ☐ If 'Other' please give details:

Have you ever been deported from the State? Yes ☐ No ☐ (if 'Yes' give details)

Are you currently the subject of a Deportation Order made in Ireland?

Yes ☐ No ☐ (if "Yes" please give details)

Are you currently the subject of a Transfer Order made in Ireland?

Yes ☐ No ☐ (if "Yes" please give details)

Section 5: To be Completed if Applying for a Temporary Travel Document:

A Temporary Travel Document will only be issued in exceptional circumstances to a person who is currently resident in Ireland, and does not hold a national passport.

You should first seek the assistance of your nearest consular service. If your national authorities are unable or unwilling to assist you, written confirmation of this, by way of an original and authenticated letter from your Embassy/High Commission, must be submitted with your application.

Please note, if your application is approved, this document may only be valid for a restricted period of time. The administration fee is the same, regardless of the period of validity granted.

Please give details below as to why you are applying for a Temporary Travel Document.

Section 6: Statement of Loss

If your most recent Travel Document was lost or stolen please complete this section and have it signed by a member of An Garda Síochána. In addition to the documents listed on page 12, you will also need to submit the following documents:

- Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments
- Evidence of residency at address shown on form – e.g. utility bills, official correspondence from public/private bodies
- Original Garda Report (obtained when you first reported loss/theft)

Please note, it will take a minimum of 12 weeks to process an application for a replacement document.

My Travel Document was:

Lost ☐ Stolen ☐ Other ☐ (Give details below)

Where and when was your Travel Document lost/stolen?

Have you ever lost a previous Travel Document? If so, please state if it was ever found/recovered.

I undertake to return my missing Travel Document to the Irish Naturalisation & Immigration Service if found. I declare that the information I have given in this statement is correct in all respects.

Signature of Applicant: _____ Date: _____

Signature of Garda: _____

Rank: _____

Number: _____

Station: _____

Official Station Stamp:

Section 7: Parental Consent

If the applicant is under 18 years of age, this section must be completed by both Parents or Legal Guardians, or the person with parental responsibility for the minor. Evidence must be submitted verifying parental responsibility.

Full names of both Parents/Legal Guardian/Persons with Parental Responsibility:

1. _____ Date of Birth: _____

2. _____ Date of Birth: _____

Relationship to the Applicant:

1. _____

2. _____

It should be noted that where a minor is in the care of his/her parents, both parents' signatures are required. All signatures must be witnessed by a member of An Garda Síochána and the applicant minor must be present at the time. Where one parent claims to be the sole guardian of the minor, an affidavit will need to be sworn - for further details see www.inis.gov.ie

Please sign and date the following statement:

I agree to the issue of a Travel Document for the named applicant minor:

Signature of both Parents/Legal Guardian/Persons with Parental Responsibilities:

1. _____ Date: _____

2. _____ Date: _____

Where only one signature has been provided, please give reason:

Witnessed by: _____
Member of An Garda Síochána

Rank: _____

Number: _____

Station: _____

Date: _____

Official Station Stamp:

Section 8: Declaration

The following statement must be signed by the applicant in the presence of a member of An Garda Síochána.

- I hereby declare that the foregoing particulars furnished by me are true and accurate according to the best of my knowledge,
- Apart from any document mentioned in Section 3 of this application, I do not possess any valid Passport or Travel Document,
- I confirm that I am not a resident in any other country which would allow me to apply for a Travel Document from the authorities of that country,
- I am resident in the Republic of Ireland
- I am aware that misuse of any Travel Document issued by the Irish Naturalisation and Immigration Service will result in forfeiture of said document and may affect any future applications for a replacement Travel Document

Signature: _____ Date: _____

Witnessed by: _____ Date: _____
Member of An Garda Síochána

Rank: _____

Number: _____

Station: _____

Official Station Stamp:

**Section 9: Personal Details - To be completed by a Member
of An Garda Síochána**

1. Height: _____

2. Colour of:

i. Hair: _____

ii. Eyes: _____

3. Shape of:

i. Face: _____

ii. Nose: _____

4. Complexion: _____

5. Special Peculiarities: _____

Signature: _____

Rank: _____

Date: _____

Official Station Stamp:

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Section 10: Checklist and Signature

Please provide original documents as requested below and tick the corresponding box to confirm you have included them with your application.

- ☐ Passport(s) or National Identity Card
- ☐ Evidence of residence in Ireland (Copy of GNIB Card)
- ☐ Permission Letter issued by this Department allowing you to reside in Ireland
- ☐ Birth Certificate (if applicable). Long form of birth certificate, which records details of minor's birth/biological parents, required for children under 18.
- ☐ School Letter - not more than one week old - and a photo of child, signed by school. No stamp should be placed on photo.
- ☐ GP Letter (for child not yet at school) - not more than one week old - and a photo of child signed by GP. No stamp should be placed on photo.
- ☐ Guardian/Legal Custody/Other persons with responsibility for applicants under 18 – original documents relating to guardianship/custody/delegated responsibility of child under 18
- ☐ 4 passport sized photos that **MUST** meet our Photo Requirements as outlined on our website www.inis.gov.ie Two must be signed and stamped on the reverse by a member of An Garda Síochána.
- ☐ Fee (Bank Draft/Postal Order Only, payable to the Department of Justice & Equality– Cash will not be accepted). Details of fees can be found on our website.
- ☐ Parental Consent/Affidavit - Section 7 of this form signed by both parents and witnessed by a member of An Garda Síochána

Incomplete forms or failure to submit all requested documentation will result in the automatic return of your application

Please submit completed forms and supporting documentation to:

**Travel Document Unit,
Residence Division,
Irish Naturalisation and Immigration Service,
13/14 Burgh Quay,
Dublin 2.**

DECLARATION

The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with the form are a true likeness of me, or the minor applicant on whose behalf I am signing this form.

Signature of Applicant:

Date:

**If applicant is unable to sign, a
parent/guardian should sign here:**

Please also insert your signature in this box:

Please ensure that your signature is fully contained within this box - otherwise your application cannot be processed and will be returned to you.