



DEPARTMENT OF
JUSTICE AND EQUALITY

Travel Document Application Form



Irish Naturalisation &
Immigration Services

Travel Document Section
January 2017

Important Information

Please ensure that you read this information before completing your application form. The information outlined below will assist you in completing your form correctly and minimise the possibility of your form being returned due to omissions or errors.

Further information on Travel Documents if required can be found on our website www.inis.gov.ie (under Immigration – Travel Documents).

Application Form

Please indicate the type of Travel Document you are applying for in Section 1. It is important that all other sections relevant to you are 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.

Fee Payable

The administration fee payable for a Travel Document is outlined on our website. Payment can be made by Postal Order or Bank Draft.

Photographs

You must submit four passport sized photos with your application, two of which must be signed by a member of An Garda Síochána. Full requirements are set out on our website and are the same as those used for an Irish Passport. It will not be possible to produce a Travel Document where the photos do not meet the required standard and your application will be returned.

Signature

You must sign the Declaration in Section 7 in the presence of a member of An Garda Síochána. You must also sign the Declaration in Section 9 and sign in the box provided. The box will be used to create a digital image of your signature which will be shown on your document. **It is extremely important that no part of your signature should be outside this box.** If you do not comply with this requirement we will be unable to produce your Travel Document.

Lost/Stolen Travel Documents

If you are applying for a Travel Document to replace one that has been lost or stolen you **MUST** complete Section 5 of this form. Additional documents are also required in these circumstances and outlined within the section. You will be required 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. No exceptions can be made to this requirement.**

Travel Documents for Minors (Children Under 18)

Parental Consent is required for all applicants under the age of 18 years. Section 6 of this form **MUST** be completed by both parents or legal guardians. Where one parent claims to be 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. Evidence that the child is resident in the State will also be required.

Green Sections must be fully completed by the applicant, their parent or legal guardian

Red Sections must be fully completed by **OR** in the presence of a member of An Garda Síochána. The Garda Symbol will also be present on these sections.



Section 1 A – Type of Document

Please tick the appropriate box to indicate the type of Travel Document you wish to apply for

- Refugee under the International Protection Act 2015 (Refugee Document). Proceed to Section 2.
- Subsidiary Protection under the International Protection Act 2015. A Travel Document will only issue where a person is unable to obtain a national passport. Proceed to Section 1B below.
- Programme Refugee under Section 59 of the International Protection Act 2015. Proceed to Section 2.
- Family member of a person granted permission to remain in the State under one of the above three provisions. Proceed to Section 1B below.
- Temporary Travel Document –Proceed to Section 1B below. This Document may be issued in exceptional circumstances only, usually for the purpose of seeking urgent medical treatment or other humanitarian reasons, to a person who is currently resident in Ireland, and does not hold a national passport. **Irish Travel Documents are not issued for the purpose of supplementing the passport procurement processes of other countries whose citizens are resident in Ireland.**

Section 1 B – Evidence of Efforts Made To Obtain National Passport

Have you sought the assistance of your consular service to obtain a National Passport?

YES

NO

You must enclose with this application a letter from your Embassy/High Commission showing that they have formally and unreasonably refused your application for a passport or travel document.

Please provide details below as to why you are applying for a Travel Document. Use a separate sheet if necessary:

Section 2: Applicant Details

This section is the personal information required in order to process your application. Leaving any area blank may result in the returning of your application and or delays to processing.

Section 2 A – Personal Information

Surname (Family Name):

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Forename(s):

1.

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2.

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Current Residential Address (in Ireland):

Telephone Number:

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Gender:

Male

Female

Date of Birth

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City of Birth

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Country of Birth

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Section 2 B – Reference Numbers

Person ID No:

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Justice Reference No.

69/

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Certificate of Registration Number:

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Certificate of Registration Card Expiry Date:

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PPS No. (Public Services Number):

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Section 3 B – Travel Document

Do you hold a Travel Document: YES NO

Travel Document Number:

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Date of issue:

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Date of expiry:

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Place of Issue:

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Nationality:

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Section 3 C – National ID Card

Do you hold a National ID Card: YES NO

If you are in possession of a National ID Card, you must surrender it with your application.

National ID Card Number:

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Date of issue:

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Date of expiry:

		-			-		
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Place of Issue:

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Nationality:

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Section 3 D

If you do not hold any of the above documents, please declare this by ticking this box:

Section 4 – Immigration History in the State

The information below is required to process your document.
Please complete fully.

Section 4 A – General Information

Date of arrival in the State:

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Place of arrival:

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Date of first Registration in Ireland:

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If no registration date has been provided, please explain why:

Status on arrival in the State (please tick):

Asylum Seeker	<input type="checkbox"/>	Student	<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Work Permit / Authorisation Visa	<input type="checkbox"/>	Other	<input type="checkbox"/>		

If "other" please give details: _____

Section 4 B – Removal Information

Have you even been deported from the State? YES NO

If "Yes" please provide details:

Are you currently the subject of a Deportation Order made in Ireland? YES NO

If "Yes" please provide details:

Are you currently the subject of a Transfer Order made Ireland? YES NO

If "Yes" please provide details:

Section 5 – Statement of Loss

If your most recent Travel Document was lost or stolen please complete this section and have it signed and stamped by a member of An Garda Síochána

In addition to the documents noted in Section 9 (Checklist and Documentation), you will also need to submit the following:

- Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments etc
- Evidence of residency at address shown on form – e.g. utility bills, official correspondence from public or 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.

Section 5 A – Details of Lost / Theft

My Travel Document was Lost Stolen Other

If “other” please provide details:

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?

Section 5 B – Declaration

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:

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Signature of Garda: _____

Rank: _____ Station: _____

Official
Station
Stamp:

Section 6 – Parental Consent

If the applicant is under 18 years of age, this section **MUST** be completed by the applicant's parents or legal guardians

Full names of both Parents / Legal Guardians:

Parent/Guardian A

Name: _____

Date of Birth:

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Relationship to Applicant:

Parent/Guardian B

Name: _____

Date of Birth:

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Relationship to Applicant:

Where a minor is in the care of both his or 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

Section 6 B – Signature of Consent

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



Parent/Guardian A

Sign: _____ Date: _____

Parent/Guardian B

Sign: _____ Date: _____

Where only one signature provided, please give reason:

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 7 – Declaration

The following statements 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 a 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 the forfeiture of said document and may affect future applications for a replacement Travel Document.*

Signature of applicant: _____

Date:

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Please ensure you complete Declaration and Travel Document Signature on page 12

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 8 – Personal Details

To be completed by a member of An Garda Síochána



1. Height of applicant: ____ foot and ____ inches OR _____ cm

2. Colour of hair: **Black** **Brown** **Blonde** **Red** **Grey**

Other (please specify) _____

3. Colour of eyes: **Brown** **Blue** **Green** **Grey** **Hazel**

Other (please specify) _____

4. Shape of face: **Round** **Oval** **Heart** **Square**

Other (please specify) _____

5. Shape of nose: **Normal** **Broad** **Narrow** **Flat**

Other (please specify) _____

6. Complexion: **Fair** **Sallow** **Dark**

Other (please specify) _____

7. Special Peculiarities / Identifying Features:

Completed by: _____ Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 9 – Checklist and Signatures

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

- | | |
|---|-----------------------|
| <input type="checkbox"/> Passport(s) or National Identity Card.
<input type="checkbox"/> Evidence of Residence in Ireland (copy of Certificate of Registration).
<input type="checkbox"/> Permission letter issued by this Department allowing you to reside in Ireland.
<input type="checkbox"/> Four passport photos meeting the requirements outlined on our website: two signed and stamped on the reverse by a member of An Garda Síochána <u>AND</u> two left blank.
<input type="checkbox"/> Fee (Bank Draft / Postal Order Only, payable to the Department of Justice & Equality). Details of fees can be found on our website. Cash will not be accepted.
<input type="checkbox"/> All sections fully signed and completed and witnessed where required by a member of An Garda Síochána. | All Applicants |
| <input type="checkbox"/> Birth Certificate (if applicable). Long form of birth certificate, which records details of minor's birth / biological parents.
<input type="checkbox"/> School letter or letter from GP – not more than one week old - confirming applicant is registered/ enrolled and attends, plus one photo of applicant signed by school or GP.
<input type="checkbox"/> Passport photos meeting the requirements outlined on our website. Minors require four photographs, one signed and stamped on the reverse by a member of An Garda Síochána and one signed by the school or GP <u>AND</u> two left blank.
<input type="checkbox"/> Legal Guardian- original documents relating to guardianship.
<input type="checkbox"/> Parental Consent / Affidavit – Section 6 of this form signed by both parents and witnessed by a member of An Garda Síochána. | Minors |

Incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. Applications and supporting documentation can be submitted to:

Travel Document Section, Ministerial Decisions Unit, INIS, 13/14 Burgh Quay, Dublin 2

Declaration and Travel Document Signature

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:

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Parent or guardian signature if applicant is unable to sign: _____

Travel Document Signature



Please insert your signature inside this box. Your signature should not touch the edges of the box and must be fully contained. Failure to comply will result in your application being returned. Minors over 7 years of age must sign themselves.