

**Ireland VAC checklist**  
**JOIN FAMILY (Long Stay Visa category)**

**BARCODE:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_

**Date/Location of appointment:** \_\_\_\_\_

Passport  
Photograph:

See photograph  
requirements on  
[www.inis.gov.ie](http://www.inis.gov.ie).

**Please complete in full.**

- Your signed and dated summary application form and the appropriate fee (where applicable) must be accompanied by the supporting documents set out below.
- If you do not submit the required documentation your application may be refused on the basis of insufficient documents

	<b>SUPPORTING DOCUMENTS SUBMITTED</b> (All documents mentioned in the checklist are Mandatory)	Original	Copy
1	Fully completed and signed application summary sheet.		
2	Payment confirmation receipt – <b>Single entry only is considered for all residency category visas</b>		
3	Two colour passport sized photographs not more than 6 months old and complying with the photograph requirements on <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>		
4	<p><b>Your current passport, previous passport/s &amp; a full copy of any previous passport/s</b>            Your current passport must be valid for at least 6 months <b>after</b> your intended date of departure from Ireland.</p> <p>If you are not a national of the country where you are applying from, you must submit evidence of your permission to be in that country e.g. a residence card. You must also have at least 3 months permission to be in that country <b>after</b> your intended date of departure from Ireland.</p> <p>(Current passport must have sufficient space for a visa to be inserted; at least two empty pages are required. For short stay visas the current passport must be valid for at least 6 months from date of intended departure from Ireland. For long stay visas current passport must be valid for 12 months from date of entry into Ireland.)</p>		
5	<p><b>A signed letter of application including your full contact details</b></p> <ul style="list-style-type: none"> <li>• Outlining your reason for coming to Ireland.</li> <li>• Providing details of the family member in Ireland who is sponsoring your application.</li> <li>• Giving details of any other members of your family who are currently in Ireland, or any other EU Member State.</li> </ul>		
<b>***In the case of multiple applications only one copy of the supporting documents is required***</b>			
6	<p><b>Sponsor's status /eligibility to sponsor</b></p> <ul style="list-style-type: none"> <li>• In the case of a sponsor who is an Irish citizen and residing in Ireland, a clear and legible copy of their passport or other documentary evidence attesting to their Irish citizenship.</li> <li>• In the case of a sponsor who is an <b>Irish citizen and residing in a country other than Ireland</b>, a clear and legible copy of their passport showing evidence of their residency in the country in which they are residing.</li> <li>• In the case of a sponsor who is a <b>non-EEA citizen</b> <ul style="list-style-type: none"> <li>○ a clear and legible copy of all pages of their passport,</li> <li>○ where relevant, a copy of their certificate of registration (a document issued by the Irish immigration authorities)</li> <li>○ a copy of their current employment permit/researcher (scientific) hosting agreement or other evidence of eligibility to sponsor (please refer to list of eligible sponsors at para. 16.4 of the Policy Document on Non-EEA Family Reunification <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>)</li> </ul> </li> </ul>		

7	<p><b>Evidence of claimed relationship</b></p> <p>You must provide evidence of the claimed relationship. The onus of proof as to the genuineness of the relationship rests on you and your sponsor. The nature of the evidence required will depend on the relationship claimed e.g. spouse, civil partner, de facto partner, child. Below are some of the main types of relationships claimed and supporting documentation required.</p>		
	<p><b>Spouse or civil partner (ORIGINAL CERTIFICATES ONLY)</b></p> <ul style="list-style-type: none"> <li>• Marriage certificate or civil partnership certificate – marriages/civil partnerships must be capable of recognition under Irish law for other purposes outside of the immigration system.</li> <li>• If your sponsor (spouse/civil partner) is residing in Ireland and you have not resided together since your marriage/civil partnership, you must also provide a full account of your relationship history (where and when you met evidenced by e.g. visas, entry/exit stamps on the passport of your spouse, photographs, correspondence by e-mail, telephone etc.).</li> <li>• For immigration purposes it is not sufficient for a relationship to have developed solely over the internet or by telephone/text message. A relationship must include a number of face to face meetings (excluding webcam) between the parties.</li> </ul>		
	<p><b>Child (under 18 years and unmarried) (ORIGINAL DOCUMENTS ONLY)</b></p> <ul style="list-style-type: none"> <li>• Birth certificate adoption order</li> <li>• In the case of a child from a previous marriage or relationship, evidence that you have been given full custody and access rights to the child i.e. a court order.</li> <li>• In the case of a child from a previous marriage or relationship, where the other parent has some custody or access rights, a sworn affidavit by that parent consenting to the child being removed from their home country.</li> </ul>		
	<p><b>De facto partner (a de facto partnership refers to a relationship akin to marriage including cohabitation for 2 years prior to the application for family reunification)</b></p> <ul style="list-style-type: none"> <li>• <b>(ORIGINAL)</b> Evidence that will support the existence and durability of your relationship e.g. registration certificate of partnership (if applicable), evidence of common ownership of property, joint tenancy of property, on-going correspondence addressed to both partners at the same address, financial dependence/interdependence or any other relevant documentary evidence</li> <li>• A full account of your relationship history (where and when you met evidenced by e.g. visas, entry/exit stamps on the passport of partner, photographs, correspondence by e-mail, telephone etc.)</li> </ul>		
8	<p><b>Finances - **Irish bank statements only, Indian bank statements not required for processing**</b></p> <p>You must provide evidence of your finances and those of your sponsor including evidence to show that your sponsor meets the minimum level of earnings required <b>(ORIGINAL)</b> (please refer to Chapters 17 and 18 of the Policy Document on Non-EEA Family Reunification <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>)</p> <ul style="list-style-type: none"> <li>• A detailed statement of your bank accounts covering a six month period immediately prior to your application.</li> <li>• A detailed statement of your sponsor’s bank accounts covering a six month period immediately prior to your application.</li> <li>• In the case of a sponsor who is resident in Ireland, evidence that they meet the minimum level of earnings required - P60s for the 3 years immediately prior to the date of your application and 3 recent consecutive payslips <u>or if self-employed</u> you must submit Notices of Assessment of income from self-employment for the three most recent years, and evidence of earnings in the period since the most recent tax return was filed.</li> <li>• In the case of <b>a person who is eligible to sponsor applications for immediate family reunification</b> (please refer to list of such sponsors at para. 16.4 of the Policy Document on Non-EEA Family Reunification <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>) <ul style="list-style-type: none"> <li>○ Evidence of projected earnings e.g. copy of contract of employment etc.</li> <li>○ In the case of <b>a person who is eligible to sponsor applications for family reunification after 12 months</b> (please refer to list of such sponsors at para. 16.4 of the Policy Document on Non-EEA Family Reunification <a href="http://www.inis.gov.ie">www.inis.gov.ie</a>)</li> <li>○ evidence that they meet the minimum level of earning required – P60s for the previous 2 years (or previous 1 year in the case of a employment permit holder who has been in Ireland for 1 year only), or <u>if self-employed</u> you must submit Notices of Assessment of income from self-employment, as appropriate),</li> <li>○ 3 recent consecutive payslips,</li> <li>○ in the case of an employment permit holder a copy of their contract of employment of at least 1 year from your proposed date of entry giving their annual salary is also required.</li> </ul> </li> </ul>		

9	<p><b>Evidence of dependency</b></p> <p>If you are making your application on the basis of financial and social dependency on your sponsor you must provide documentary evidence to establish that you are actually dependent on your sponsor. While the nature of the documentary evidence may vary from case to case evidence of the following will normally be relevant:</p> <ul style="list-style-type: none"> <li>• Amount, frequency and duration of the financial support provided by your sponsor (e.g. copies of your sponsor's bank statements showing transfers to your account, copies of your bank statements showing receipt of those amounts),</li> <li>• Any other sources of income that you may have,</li> <li>• If you have no other source of income, evidence of why you are unable to work, why you are not eligible for state benefits etc.,</li> <li>• Your living costs (e.g. evidence of mortgage/rent, utility, food, medical, education payments),</li> <li>• Details of any other family members in your country of residence,</li> </ul> <p>Your medical condition (where relevant), relationship with the sponsor including evidence of active and continuous involvement in your life e.g. evidence of visits, correspondence.</p>		
10	<p><b>Police Clearance Certificate – Original only</b></p>		
11	<p><b>Medical/Travel Insurance</b></p> <p>Evidence of medical/travel insurance does not need to be provided with your application. However, the Visa Officer may request it before they make a decision on your application.</p> <p>If your visa is approved, you <b>must</b> have evidence of medical/travel insurance when you arrive at the port of entry (airport/seaport) and must present it to the Immigration Officer on request.</p>		
12	<p><b>Previous Visa Refusals</b></p> <p>If you have been refused a visa in the past for any country, you must provide the details.</p> <p>The original letter issued to you by the authorities of that country must be provided with your application.</p> <p>Not disclosing any previous visa refusals will result in your application being refused.</p>		

- I confirm that I have submitted all the documentation relevant to the visa type for which I am applying. For documents which are not in English, I have provided a certified translation.
- I understand that a decision may be made on my application based on these documents only.

Applicant's Signature: \_\_\_\_\_

VAC Officer Signature: \_\_\_\_\_

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**For Official use only**

Officer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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