

**Ireland VAC checklist**  
**TOURIST/VISIT FAMILY OR FRIENDS VISA**

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> <b>(All documents mentioned in the checklist are Mandatory)</b>	<b>Original</b>	<b>Copy</b>
<b>1</b>	Fully completed and signed application summary sheet.		
<b>2</b>	Payment confirmation receipt.		
<b>3</b>	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>		
<b>4</b>	<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>		
<b>5</b>	Signed letter of application including full contact details.		
<b>***</b> <b>***</b> <b>***</b>	<p><b><u>APPLICANTS UNDER 18 YEARS OF AGE</u></b></p> <ul style="list-style-type: none"> <li><b><u>Original</u></b> Birth Certificate, plus translation if not in English,</li> <li><b><u>If the applicant is travelling alone or without both parents/guardians a signed letter of consent from the parents/guardians accompanied by copies of the consenting parents/guardians passport or national identity card which clearly shows their signatures.</u></b></li> </ul>		
<b>***Multiple copies are not required for family/group applications. One set of supporting documents is sufficient***</b>			
<b>6</b>	<p><b>Purpose of Travel</b></p> <p>A letter giving full details of the reason for your visit to Ireland (holiday, visiting family/friends etc.)</p>		
<b>7</b>	<p><b>Proof of Employment/Study</b></p> <p>An original, up-to-date signed letter from your place of employment or study on headed paper with full contact details. This should include details of your employment or course of study and confirm that you will be returning there following your visit to Ireland.</p>		
	<p><b>Self-employed:</b></p> <p>You must provide documentary evidence of your business/company in the form of:</p> <ul style="list-style-type: none"> <li>An original, signed and dated letter of headed paper form your accountant/tax consultant/lawyer</li> <li>Recent correspondence relating to your self-employment from the Inland Revenue (ITR returns, etc.)</li> <li>Up-to-date bank statements for your business bank account covering the 3 month period immediately prior to your application</li> </ul>		

8	<p><b>Accommodation:</b></p> <p>If you are staying in a hotel, guesthouse or B&amp;B accommodation you must include a copy of confirmation of the reservation, including the address of the accommodation, your name and the exact dates of your stay.</p>		
9	<p><b>Family/Friends in Ireland:</b></p> <ul style="list-style-type: none"> <li>• An original up-to-date signed letter of invitation from your reference in Ireland, including their address</li> <li>• A copy of your reference's passport bio-page and signature</li> <li>• A copy of your reference's current Irish residence permission (GNIB card and immigration stamps) if your reference is a non-EEA national</li> <li>• Details of how you are known or related to your reference and, if required, supporting evidence of this</li> <li>• Proof of employment &amp; income of your reference, including salary receipts and P60s, where applicable</li> </ul>		
10	<p><b>Evidence of Funds:</b></p> <p>Please note that there is no set amount of funds that will result in the approval or refusal of an application. The Visa Officer will decide whether you have enough funds based on your individual circumstances.</p> <ul style="list-style-type: none"> <li>• Your <u>up-to-date bank statements for the 6 month period immediately prior to your application</u> showing most recent transactions for the account, including any salary or other regular income, up to the date of your application. These must: <ul style="list-style-type: none"> <li>a) Be original or a print-out which has been stamped by a branch of your bank</li> <li>b) Show your current address</li> <li>c) Show availability of sufficient funds to cover the costs of your proposed trip. Lump sum lodgements made shortly before your application will not be considered</li> </ul> </li> <li>• In the event that you are being supported by a spouse, partner or member of your family they should provide: <ul style="list-style-type: none"> <li>a) An original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland</li> <li>b) Bank statements to the same criteria as described above</li> <li>c) Evidence of their relationship to you, e.g. marriage certificate.</li> </ul> </li> </ul>		
11	<p><b>Applications for children under 18 years of age:</b></p> <ul style="list-style-type: none"> <li>• Child's original long form birth certificate showing the names of both parents</li> <li>• Photocopy of child's birth certificate</li> <li>• A letter from the child's school confirming current attendance</li> <li>• The written consent of both parents for the child to travel to Ireland <b>OR</b> original legal documentation showing sole-guardianship and a photocopy of this document</li> <li>• Original photo ID for both parents, as named on the child's birth certificate, which includes signatures and a photocopy of these documents</li> </ul>		
12	<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>		
13	<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:** \_\_\_\_\_

\*\*\*\*\*

**For Official use only**

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

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

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