

## Business Incentive Trips- Tourism

**IMPORTANT:** If you intend to lodge more than 30 applications at one time, you should contact this office first to make an appointment to lodge the documents.

	Documents Required	Check Box
1	Fully completed and signed visa application form	
2	Current passport with 2 clear pages and valid for at least 6 months after your return from Ireland	
3	Previous Passports (if any)	
4	2 colour passport photographs (one to be glued to the top left of your application form)	
5	Visa Fee	
6	A letter from the company organising the trip on headed paper confirming: <ul style="list-style-type: none"> <li>• The name and date of birth of each person travelling</li> <li>• The reason for the trip</li> <li>• Proposed dates of entry to Ireland and departure</li> <li>• Who is paying the cost of the trip</li> </ul>	
7	Accommodation details - Direct Hotel Booking or Tour Operator/Travel Agent booking or Internet Booking	
8	Six month detailed bank statement	
9	Letter of support from each applicant's employer confirming their employment, salary and dates of travel. Letter should include contact details for employment so that the information can be verified	
10	If any of the applicants are a student, a letter from their educational institution stating their course of study and expected completion date. Letter should include contact details for studies so that the information can be verified.	
11	Copy of marriage certificate, birth certificates of children, car/property ownership certificates if any	
12	If a member of the group has been refused a visa for any other country, details of this must be given. Submit a copy of the decision letter issued to the person by the authorities of that country. Concealment of visa refusals will result in an Irish visa application being refused	

**If the person travelling is a student or unemployed, their application should also include the following**

1	Letter of sponsorship stating the sponsor will cover the cost of your visit	
2	Evidence of how the sponsor is related to you and a copy of their passport details page	
3	Letter from sponsor's employer including salary	
4	6 month detailed bank statement for sponsor	

**If the person travelling is under 18 years old, their application must also include the following**

1	Copy of their birth certificate	
2	If travelling alone, the consent of both parents/guardians is required.	

3	If the child is travelling with one parent, the consent of the other parent is required. This signed parental consent must be accompanied by a copy of the consenting parent's passport or national identity card showing the bearer's signature.	
4	Where only one parent has sole custody, a Court Order bestowing sole custody of this child must be shown.	