

**Documentation required when applying for a business visa
to travel to Ireland**

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW
MUST BE INCLUDED WITH THE APPLICATION
AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**All documents listed must be original and must include a copy where you want
the original returned.**

**All documents must be in English or
accompanied by a notarised translation**

	Document Required	Original	Copy
1.	Online summary sheet, signed and dated by you, the applicant		Not required
2.	Your original passport, valid for at least 6 months after your date of departure from Ireland with at least 2 blank visa pages. Please include a photocopy of the passport bio page, all visas and all stamps. If you hold other passports or have held previous passports, you must submit them with your application. If you are unable to do so, a written explanation must be provided along with any relevant police reports.		
3.	1 recent photo that conforms to requirements detailed here http://www.inis.gov.ie/en/INIS/Pages/Photo%20Requirements		Not required
4.	Evidence of your permission to reside in Spain (stamp, sticker or residence card) valid for at least 3 months after your date of departure from Ireland		
5.	Processing fee (bank transfer payable to the Embassy of Ireland, details of which can be found at dfa.ie/irish-embassy/spain)		Not required
6.	An <u>original up to date signed letter on official headed paper from your employer</u> confirming that you are undertaking this business trip on the company's behalf, the purpose of the trip, dates of the trip and outlining who is responsible for the costs of the trip (travel, accommodation, expenses etc) Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.		Not required
7.	An <u>original up to date, signed letter on official headed paper from the Irish company</u> confirming the business trip, dates, reason for the trip, full contact details and details of who will meet the costs of the trip. Note: The letter should be dated within the 4 week period immediately prior to your date of application. If a number of trips are required/envisaged, this must be clearly stated in the letter.		Not required
8.	If you are responsible for the costs of the trip, evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date bank statements for the 3 month period prior to your trip. Bank Statements should include the most recent transactions for the account up to the date of your application and: (i) must be original (ii) must show your current address and (iii) must 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.		
9.	Details of any previous applications you have made for an Irish visa including those refused.		Not required
10.	If you have been refused a visa for any other country details of this should be submitted. Failure to disclose previous visa refusals will result in your Irish visa application being refused		
11.	<i>For postal applications, a prepaid self addressed envelope for return of your passport and documents</i>		Not required

***NB All letters should be dated within the 4 week period immediately prior to your date of application.**

The Visa Officer reserves the right to request additional documentation, if required, in support of your application. The provision of all of the documentation listed in no way guarantees that a visa will be granted.

You must leave the State on or before the date which has been stamped on your passport by the Immigration Officer. (The dates on your visa refer to the dates during which you can seek to enter the State)