

**Documentation required when applying for a visa to visit Ireland
(holiday, visit friends/family, wedding etc)**

**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 www.dfa.ie/irish-embassy/spain)		Not required
6	A letter giving full details of the reason for your visit (holiday, visiting family/friends etc)		Not required
7	Accommodation: If you are staying in a hotel, guesthouse or B&B accommodation, a hard copy of confirmation of the reservation, including details of the accommodation (address), your name and the exact dates of your stay.		Not required
(a)			
(b)	If staying with a reference, then (i) an <u>original up to date, signed</u> letter of invitation from your reference in Ireland, including the address at which you will be staying, confirming that accommodation will be provided for the duration of your stay. (ii) A copy of your reference's passport – and if a non EEA national a copy of their current Irish permit (GNIB card and Immigration stamps) (iii) Details of how you are known or related to your reference and, if required, supporting evidence of this.		Not required
8	Evidence of Funds: (a) 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 immediately prior to your visit. 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.		
(b)	In the event that you are being supported by a spouse, partner or member of your family, they should provide: (i) evidence of funds as specified in 8 (a) above (ii) an original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland (iii) evidence of their relationship to you (iv) evidence of your address		
9 (a)	In employment or studying: An <u>original up to date signed</u> letter from your place of employment or study on headed paper with full contact details – giving details of your employment or course and confirming that you will be returning there following your visit to Ireland.		Not required
(b)	Self Employed: You must provide documentary evidence of your business/company in the form of: <ul style="list-style-type: none"> • An original, signed and dated letter on headed paper from your solicitor/accountant/tax consultant <i>and/or</i> • Recent correspondence relating to your self employment from the Tax Agency <i>and/or</i> • The original letter of incorporation <i>and/or</i> • Up to date banks statements (from the past three months) for your business bank account 		
10	Details of any previous Irish visa applications made including those refused.		Not required
11	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		
12	All children's applications must also include:		
(a)	The child's original long form birth certificate showing the names of both parents		
(b)	A letter from the child's school confirming current attendance or a letter from their GP.		Not required
(c)	The written consent of both parents for the child to travel or original court order in the case of sole guardianship.		Not required
(d)	Original (or certified copies) photo id for both parents, as named on the birth certificate, which includes their signatures		
13	<i>For postal applications, a prepaid self addressed Special Delivery envelope for return of your passport and documents</i>		Not required

Please Note: 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.

Note: Visit/Holiday visas are granted ONLY for short term stays. The duration of stay is determined by an Immigration Officer at the Port of Entry, but will never exceed a maximum of 90 days. It is not possible to extend your stay beyond 90 days.

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)