

## Documentation required when applying for a visa to visit Ireland (Holiday, visit friends/family, attend a wedding etc.)

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

All documents must be **ORIGINAL** (unless otherwise stated)

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

### Important Notes

- All letters should be dated within the 4 week period immediately prior to your application date
- 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 does not guarantee that a visa will be granted

Please refer to the following webpage for information on preparing your application and the conditions associated with any visa that may be granted to you: <http://www.inis.gov.ie/en/INIS/Pages/visas-policy-guidance>

<b>1. Application Form:</b> <ul style="list-style-type: none"> <li>• Online summary application form, signed and dated by you, the applicant</li> </ul>	<input type="checkbox"/>
<b>2. Passport(s):</b> <ul style="list-style-type: none"> <li>• Your original passport, valid for at least 6 months after your date of departure from Ireland with at least 2 blank visa pages</li> <li>• If you hold other passports, or have held previous passports, you must also submit them with your application. If you are unable to do so include a written explanation along with any relevant police reports</li> <li>• Photocopy of your bio-page and all visas and stamps in your passport(s) – all immigration stamps and visas for all travel.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>3. Photo:</b> <ul style="list-style-type: none"> <li>• 2 recent photos (not more than 6 months old) that conforms to the requirements detailed here: <a href="http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos">http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos</a></li> </ul>	<input type="checkbox"/>
<b>4. Residence Permission:</b> <ul style="list-style-type: none"> <li>• Evidence that you have permission to reside in the country from which you are applying.</li> <li>• Photocopy of your permission to reside in the country from which you are applying (copy of front &amp; back of residency card or stamp or sticker in passport)</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
<b>5. Processing Fee:</b> <ul style="list-style-type: none"> <li>• <a href="#">Please check our website to see if you are required to pay a fee.</a> Applications submitted by post must include proof of payment. Applications submitted at Embassies or Honorary Consulates must be paid for in cash. No card payments can be accepted.</li> </ul>	<input type="checkbox"/>
<b>6. Purpose of Travel:</b> <ul style="list-style-type: none"> <li>• A signed letter giving full details of the reason for your visit to Ireland (holiday, visiting family/friends etc) and any family/friends in Ireland. These details should be provided regardless of your accommodation details e.g. even if you are not staying with your reference in Ireland.</li> </ul>	<input type="checkbox"/>
<b>7. Previous Visa Refusal Details:</b> <ul style="list-style-type: none"> <li>• Details of any previous Irish visa applications you have made, including any which were refused</li> <li>• Details of any visa refusal(s) for any other country. Failure to disclose previous visa refusals will result in your Irish visa application being refused</li> <li>• Photocopy of any original documentation to do with previous visa refusal(s)</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>8. Family/Friends in Ireland</b> <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> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• A copy of your reference's passport bio-page and signature</li> <li>• A copy of your reference's current Irish residence permission (IRP or 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> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>9. Accommodation:</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<input type="checkbox"/>
<p><b>10. Proof of Employment/Study:</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<input type="checkbox"/>
<p><b>11. 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 solicitor/accountant/tax consultant</li> <li>• Recent correspondence relating to your self-employment from the relevant government authority in your country of residency.</li> <li>• The original letter of incorporation</li> <li>• Up-to-date bank statements for your business bank account covering the 6 month period immediately prior to your application</li> <li>• Photocopies of any original document that you want returned to you</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>12. 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 3 most recent payslips.</li> <li>• Your up-to-date bank statements for the 6-month period immediately prior to your application showing most recent transactions for the account, including any salary or other regular income, up to the date of your application. <ul style="list-style-type: none"> <li>○ Be original or a print-out which has been stamped by a branch of your bank</li> <li>○ Show your current address</li> <li>○ 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 or reference in Ireland they should provide: <ul style="list-style-type: none"> <li>○ An original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland</li> <li>○ Bank statements to the same criteria as described above</li> <li>○ Evidence of their relationship to you, e.g. marriage certificate</li> </ul> </li> <li>• Photocopies of any bank statements you want returned to you</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>13. Obligation(s) to return:</b></p> <ul style="list-style-type: none"> <li>• Evidence of economic, family and social reasons to return to your country of residency, e.g. an original, up-to-date, signed letter from your place of employment or study on headed paper with full contact details. Also a family book, marriage certificate, children's birth certificate, tenancy contract, copy of property title deed etc.</li> </ul>	<input type="checkbox"/>
<p><b>14. Applications for children under 18 years of age:</b></p> <ul style="list-style-type: none"> <li>• Child's original 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/nursery 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> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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|---|--------------------------|
| <ul style="list-style-type: none"><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> | <input type="checkbox"/> |
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#### **11. Family/Friends in Ireland:**

- An original, up-to-date, signed letter of invitation from your reference in Ireland, including their address
- A copy of your reference's passport bio-page and signature
- A copy of your reference's current Irish residence permission (IRP or GNIB card and immigration stamps) if your reference is a non-EEA national
- Details of how you are known or related to your reference and, if required, supporting evidence of this

#### **8. Proof of Employment/Study:**

- 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

#### **9. Self-Employed:**

You must provide documentary evidence of your business/company in the form of:

- An original, signed and dated letter of headed paper from your solicitor/accountant/tax consultant
- Recent correspondence relating to your self-employment from the relevant government authority in your country of residency.
- The original letter of incorporation
- Up-to-date bank statements for your business bank account covering the 6 month period immediately prior to your application
- Photocopies of any original document that you want returned to you

#### **14. Applications for children under 18 years of age:**

- Child's original birth certificate showing the names of both parents
- Photocopy of child's birth certificate
- A letter from the child's school/nursery school confirming current attendance **OR** a letter from a GP confirming the registration of the child (Ask Miriam/Check UKBA for info).

- The written consent of both parents for the child to travel to Ireland **OR** original legal documentation showing sole-guardianship and a photocopy of this document
- Original photo ID for both parents, as named on the child's birth certificate, which includes signatures and a photocopy of these documents