



TOURIST VISA or VISIT FAMILY/FRIEND VISA

Documentation required when applying for a short stay Visit Visa for Ireland:
(Holiday, visit friends/family, wedding etc.)

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

**If you do not submit the required documentation, your application may be
refused on the basis of insufficient documentation.**

**All documents listed must be ORIGINAL. (You should also provide copies of
original documents you want returned).**

**All documents (except for your bank statements and payslips) must be in
ENGLISH or accompanied by a translation. Bank statements must be originals
or stamped by the bank.**

	Documents required
1.	Application form completed in full, signed and dated by you, the applicant.
2.	Your original passport, valid for 6 months after your date of departure from Ireland.
3.	Two recent <u>colour</u> passport size photos (with a white background). Not more than 6 months old. Photo guidelines on the Immigration Service Delivery website. Your name signed and visa application reference number must be printed clearly on the back.
4.	Original or certified copy of your Belgian residence card, valid for at least 3 months after your date of departure from Ireland. If your residence card is due to expire less than three months after your return from Ireland, please include a letter from the issuing authority confirming that your residence card will be extended
5.	Processing fee (details of fee exemptions can be found on our website in the 'Fees and Payment Information' tab) No credit/debit cards accepted. Note: For postal applications, a fee of 15€ for the return of your passport and documents must be included.
6.	<u>A signed and dated letter of application including your full contact details:</u> <ul style="list-style-type: none"> • Outlining the reason for visiting Ireland (holiday, visiting family/friends) • Dates of travel to and from Ireland, • Description of your planned holiday, including where you will stay. If you are staying with family or friend, proof of your relationship with names and addresses in Ireland • A description of who will pay (or help to pay) for your holiday • Undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the state on the expiry of your permission to remain.



7.	<p><u>Letter of invitation:</u> (if staying in Ireland with family or friends) The letter must be signed and dated, with full address and names in Ireland.</p> <ul style="list-style-type: none">• Outlining the reason of invitation• The dates of your visit in Ireland• A statement from your host that you will observe the conditions of your visa <p>The letter <u>must</u> include:</p> <ul style="list-style-type: none">• A photocopy of their passport or national identity card (including Irish citizens)• A photocopy of current Irish Residence Card/GNIB card and valid permission stamp in their passport if the person inviting you is a non-EU/EAA and non-Swiss citizen <p><i>NOTE: The letter should be dated within the 4 week period immediately prior to your date of application. No electronic signature on the original letter.</i></p>
8.	<p><u>Accommodation:</u></p> <ul style="list-style-type: none">• Hotel/hostel reservation confirmation (emails accepted)• Or if staying with a host, a supporting letter from the occupant confirming the accommodation details (host's full name, address in Ireland, dates of stay) and that you are able to stay with them. Including proof that they live at that address, utility bill from within 6 months (e.g. electricity or gas, fixed line telephone, TV, broadband). <p>Reservations confirmations must show the dates you intend to stay at each place.</p>
9. (a)	<p><u>Evidence of Funds :</u> You must show that you have enough money to support yourself in Ireland.</p> <p>You must provide an up-to-date detailed bank statement for the 6 month period prior to your travel.</p> <ul style="list-style-type: none">• must be <u>original or stamped</u> by the bank if printed from the internet• must show your name and current address and• must show a positive credit balance. Any large lodgement must be explained.• If you submit a bank statement from a savings/deposit account, you must include an original letter from your bank (on headed paper) confirming you can withdraw money from it. <p>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>
(b)	<p><u>If a friend or family member in Ireland is helping to pay:</u></p> <ul style="list-style-type: none">• Evidence of funds in the form of bank statements as outlined in 9(a) above• An original signed and dated letter stating that they are undertaking to support you during your trip to Ireland; Evidence of their relationship to you• If they are employed:<ul style="list-style-type: none">◆ 3 most recent payslips◆ Most recent P60 (tax document)◆ A letter from their employer that confirms they are employed



	<ul style="list-style-type: none"> You must also include your own 6 last months' bank statement <p><u>If a third party (full contact details required) is covering your costs</u>, you must show how you are linked/known to this person. You must include 6 months bank statements for the third party and yourself as well as 3 last payslips.</p>
10.	<p><u>Proof you will return to Belgium:</u></p> <ol style="list-style-type: none"> 3 most recent original payslips Letter from your employer that states how long you have been employed, the dates of your holiday and the date you will be returning to work. <ul style="list-style-type: none"> Student: if you are studying, a letter from your school/university that states the course you are studying how many years you have been a student, and how many years/semesters you have left there Unemployed: if you are unemployed, provide a letter from the OCMV/CPIS, including details of any benefits you are in receipt of. If you have family in Belgium, you must prove that you will return to them: <ul style="list-style-type: none"> Description of your family status (married, co-habiting, divorced, separated, etc.), and any children or dependents (elderly parents). If you are married and your spouse is not coming to Ireland with you, you should include your original marriage certificate If you have children aged under 18 and they are not travelling with you, you should include their original birth certificates Evidence of any property you own/rent: title deed/ tenancy agreement <ul style="list-style-type: none"> If you do not have a rent contract in your own name, please submit a "composition of household" certificate issued by your local town hall, dated within the last 4 weeks.
11.	<p>Details of any previous applications you have made for Irish visas including refusals.</p> <p>If you have been refused a visa for any other country details of this should be submitted.</p> <p>The original letter issued to you by the authorities of that country must be provided with your application.</p> <p>Your application for an Irish visa will be refused if you do not include information about past visa refusals.</p>
12.	<p><u>Travel/ medical insurance:</u> (not the European Health Insurance Card)</p> <p>If your application for a visa is approved, you must get travel/medical insurance before you travel. You may not be allowed to enter Ireland without it.</p> <p>In some cases, you may be asked to submit proof that you have insurance before a visa is granted. <u>Students, retired and unemployed people</u> are required to have international travel insurance (accident and repatriation) to cover them during their stay in Ireland.</p>



13.	All children's applications MUST 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
(c)	An original letter of consent signed by both parents/ legal guardians for the child to travel. Note: a parental letter of consent is needed even if the child is travelling with an older family member (brother or sister aged over 18) <ul style="list-style-type: none">• A sworn affidavit of guardianship or original court order in the case of sole guardianship.• An original death certificate if one parent is deceased.
(d)	Original (or certified copies) photo ID for both parents, as named on the birth certificate, which includes their <u>signatures</u>

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.

Photographs of documents cannot be accepted. Please provide copies of any original documents you wish to have returned.

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).

This document is intended as an assistance document for applicants for an Irish Tourist Visa or a Visit Family/Friend Visa. It covers most types of applications but may not cover all scenarios.

More Information

Further information on applying for a Tourist Visa can be found on the [Immigration Service Delivery](#) website.

Further information on applying for a Visit Family or Friend Visa can be found on the [Immigration Service Delivery](#) website.