



DEPARTMENT OF JUSTICE, EQUALITY AND LAW REFORM
AN ROINN DLÍ AGUS CIRT, COMHIONANNAIS AGUS ATHCHÓIRITHE DLÍ

REMINDER NOTICE TO NON-NATIONAL PARENTS OF IRISH BORN CHILDREN BORN IN THE STATE BEFORE 1 JANUARY 2005 WHO WERE GRANTED PERMISSION TO REMAIN IN THE STATE UNDER THE IBC/O5 SCHEME. ARRANGEMENTS FOR THE PROCESSING OF APPLICATIONS FOR RENEWAL OF PERMISSION TO REMAIN IN THE STATE FOR PERSONS GRANTED PERMISSION TO REMAIN UNDER THE IBC/O5 SCHEME.

THIS REMINDER NOTICE IS ISSUED FURTHER TO PREVIOUS NOTICE OF JANUARY 2007

1. Arrangements have been put in place for the processing of applications for renewal of permission to remain in the State from non-nationals who are the parents of an Irish born child, born in the State before 1 January 2005, who were granted permission to remain in the State under the Irish Born Child Scheme 2005 (IBC/O5). These arrangements require each applicant, who wishes to apply for renewal of permission to remain, to submit a completed application form and supporting documentation.
 2. Applications from non-national parents of Irish born children, born before 1 January 2005, for renewal of permission to remain granted under the IBC/O5 Scheme must be made on the IBC Renewal application form. This form is now available on our website at www.inis.gov.ie. Hard copies of the form are available at the Irish Naturalisation and Immigration Service (INIS), 13-14 Burgh Quay, Dublin 2 and Garda District Headquarters stations outside Dublin. Forms are also distributed to various non-governmental organisations working with immigrants and asylum seekers. Blank forms can be photocopied and applications submitted on photocopied forms.
 3. Applicants are advised to read the information leaflet which accompanies the IBC Renewal application form before completing their application. Each parent who wishes to apply for renewal of permission to remain in the State must complete a separate application form. Application forms which are not completed in full and accompanied by the necessary supporting documentation will not be processed and may be returned.
 4. Applications for renewal of permission to remain in the State will be assessed in accordance with the following conditions:
 - the applicant must have resided continuously in the State since granted permission to remain, allowing for reasonable periods of absence from the State for holidays, exceptional family circumstances or commitments outside the State arising from business or employment carried on within the State;
 - the applicant must have been living with his/her Irish Born Child as part of a family unit or alternatively, must have taken an active role in the upbringing of the Irish Born Child since granted permission to remain;
 - the applicant since he/she completed their initial application form under the IBC/O5 Scheme must have obeyed the laws of the State and not been convicted of any offence and not been involved in criminal activity;
 - the applicant must have made every effort to become economically viable in the State since granted permission to remain;
 - the applicant must have taken all steps necessary, such as appropriate participation in training or language courses, to enable him/her to engage in employment, business or profession since granted permission to remain;
 - if the applicant has not been engaged in employment he/she must provide evidence of how they have been financially maintaining themselves and their family since granted permission to remain.
 5. The completed application must be accompanied by the following documents:
 - original Passport/National Identity card and full colour photocopy of all pages;
 - full colour photocopy of the applicant's GNIB card;
 - 2 colour passport size photographs of the applicant (signed on the back);
 - if the applicant has been employed in the State, evidence of such employment (such as P45, P60, Tax Clearance Certificate from the Revenue Commissioners, letter from employer, payslips etc);
 - if the applicant has not been in employment, evidence of how they have been financially maintaining themselves and their family in the State;
 - if the applicant has participated in educational or training courses, evidence of education or training received;
 - evidence of the applicant's continuous residency in the State since they were granted permission to remain (such as employment, business, social welfare, Health Service Executive, educational/training records, etc);
 - if the applicant is not living with their Irish Born Child, evidence of the active role taken by them in the upbringing of their Irish Born Child.
 6. If the applicant is unable to provide any of the above documents or other evidence the applicant must include a note with their application explaining why this is the case.
 7. Each applicant is required to make a statutory declaration before a Notary Public, a Commissioner for Oaths, a Peace Commissioner or a practising Solicitor as part of their application.
 8. **All applications for renewal of permission to remain must be submitted one month in advance of the date on which your current permission to remain in the State expires.**
 9. If exceptional circumstances apply in relation to the submitting of a late application the Minister for Justice, Equality and Law Reform may, at his absolute discretion, decide to consider such a late application.
 10. Original identity documents will be returned by registered post with a letter acknowledging receipt of each application. Applications for renewal of permission to remain will be processed in order of the date permissions to remain expire. Applications will be processed as quickly as possible.
 11. Successful applicants will have their permission to remain renewed for a period of three years, save in exceptional circumstances, and subject to conditions.
 12. The granting of any renewal of permission to remain in the State under this Scheme does not in any way confer any entitlement or legitimate expectation on any other person, whether related to the applicant or not, to enter or remain in the State.
- Note:**
This reminder notice outlines the general terms of the Scheme. This notice is published for information purposes, and does not state comprehensively all of the relevant terms that apply. Each applicant is strongly advised to read carefully the information leaflet and the application form itself where other important terms of the Scheme are to be found.

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