

APPLICATION BY A PARENT OR GUARDIAN OF, OR PERSON WHO IS IN LOCO PARENTIS TO, A MINOR BORN IN THE STATE WHO DID NOT AT BIRTH HAVE AN ENTITLEMENT TO IRISH CITIZENSHIP UNDER SECTION 6A OF THE ACT OF 1956



GUIDANCE NOTE
IMPORTANT! PLEASE READ CAREFULLY

FORM 11 APPLICATIONS MUST BE COMPLETED ELECTRONICALLY. WHEN YOU HAVE COMPLETED ALL FIELDS YOUR SHOULD PRINT THE FORM FOR COMPLETION OF THE REFERENCES SECTION AND THE SIGNING OF THE STATUTORY DECLARATION. WHEN THE STATUTORY DECLARATION HAS BEEN SIGNED IN THE PRESENCE OF AN APPROVED WITNESS (E.G. A SOLICITOR, PEACE COMMISSIONER ETC.) IT SHOULD THEN POSTED TO THE ADDRESS ON PAGE 3 OF THIS GUIDANCE DOCUMENT, ENCLOSING ALL OF THE REQUIRED DOCUMENTATION SPECIFIED BELOW.

DO NOT POST YOUR APPLICATION FORM WITHOUT ENCLOSING ALL OF THE REQUIRED DOCUMENTATION. IF DOCUMENTS ARE MISSING, OR IF COPIES OF CERTIFICATES ARE NOT CERTIFIED AS TRUE COPIES OF ORIGINALS, YOUR APPLICATION WILL BE REFUSED AS THE REQUIREMENTS OF SECTION 17 OF THE 1956 ACT HAVE NOT BEEN SATISFIED AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

CERTIFIED COPIES:

You are required to include certified copies of both your and your minor's birth certificates with your application. In order to make a certified copy, you must take your original certificates/documents to your solicitor or a notary public, commissioner for oaths or peace commissioner and ask them to make a copy of each document and certify that it is a true copy of the original i.e. stamp and sign it "True copy of the original".

- If certificates/documents are not in English or Irish, a translation by a professional translator is required. A copy of the translation as well as the copy of the original document must be certified by a notary public, commissioner for oaths, peace commissioner or solicitor as being a true copy of the original. Please note that these documents may be authenticated with authorities in the issuing country.

YOU MUST PROVIDE ALL OF THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:

- Certified colour copy of the page of your current passport containing your photograph.
- Certified copy of your original civil birth certificate and certified copy of the translation into English if the certificate is in a language other than English or Irish.
- Certified copy of your Irish born child's original birth certificate.
- A letter from the school(s) that your minor child has attended while resident in the State. If your child has attended school for less than 5 years please provide:
 - (1) A letter from the Department of Social Protection stating that you are in receipt of child benefit for the child and when payment commenced.
 - (2) A letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery.
- Copy of your garda national immigration bureau card.
- Letter(s) from your current and previous employers covering employment dates from your date of arrival in the State to date of application, showing commencement and finish dates for each job.
- Copy of your current P21 or P60 statement from the revenue commissioners if you are in employment.
- Copy of 3 month's pay slips from the previous 6 months if you are in employment.
- Copy of bank statements for all of your bank accounts for 3 months of the previous 6 months.
- Evidence of residency permissions:
 - A copy of your passport(s) showing residency permission stamps for a period of 1 year immediately prior to the application and 5 years total between the date of birth of the minor on whose behalf you are making this application and the date of this application (i.e. 5 x 365 days plus one day for each period covered by a permission in which 29 February falls (leap year)). Permissions dating more than 9 years prior to the date of application are not reckonable.
 - If you are an E.U. citizen for more than five years please submit proof of residence in the State amounting to for a total of five years in the last nine years, to include the year prior to application. Please submit three different proofs of residence for each year showing name and address for this period i.e. household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue letters, mortgage agreement, social welfare, letter from employment, doctors letter etc.
 - If you are an E.U. citizen for less than five years please submit copy of your passport showing permission to remain stamps from date of arrival in the State to date of becoming a E.U. citizen and proof of residence in the State from

date of becoming a E.U. citizen to date of application. Please submit three different proofs of residence for each year showing name and address for this period i.e household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue letters, mortgage agreement, social welfare, letter from employment, doctors letter etc.

- The Statutory Application Fee of €175. This should be in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality. Please note that this is non-refundable and is required for each application for a certificate of naturalisation. If you:
 - have not completed all questions on the application form or you have not inserted your full name and signed the Statutory declaration in the presence of an approved witness, then your application will be refused as the requirements of Section 17(a) of the Irish Nationality and Citizenship Act 1956, as amended have not been met;
 - have not enclosed the required documentation to support your application, then it will be refused as the requirements of Section 17(b)(ii) of the Irish Nationality and Citizenship Act 1956, as amended have not been met. However, this decision will be delayed for 2 weeks, in order to afford you a further opportunity to provide the omitted documentation;
 - have not enclosed the Statutory Application Fee of €175, then your application will be refused under Section 17(b)(i) of the Irish Nationality and Citizenship Act 1956, as amended. No assessment of your application will be undertaken.

If a decision is made on your application as the requirements of section 17 of the Irish Nationality and Citizenship Act 1956 have not been satisfied then that is the final action on that application. There is no provision under the Irish Nationality and Citizenship Act 1956, as amended, for appeal of decisions on applications for a certificate of naturalisation. However, you can re-apply at any time, but will be required to submit the fee for all such applications.

PLEASE NOTE:

Section 15 (3) of the Irish Nationality and Citizenship Act 1956, as amended, defines “applicant”, in relation to an application for a certificate of naturalisation by a minor, as being the parent or guardian of, or person who is in loco parentis to, the minor.

DETAILED GUIDANCE ON FILLING OUT THE APPLICATION FORM

Section 1: Details of Parent/Guardian

- 1.1 Write your current given name/names.
- 1.2 Write your current family name.
- 1.3 If you have ever used another name, write it here and answer 1.4 and 1.5.
- 1.4 Please give the reason for name change e.g. marriage, deed poll.
- 1.5 Please give the date your name changed.
- 1.6 Write your birthplace as recorded on your Birth Certificate.
- 1.7 Write your Country of birth as recorded on your Birth Certificate.
- 1.8 Write your Date of birth as recorded on your Birth Certificate.
- 1.9 Tick the box that shows your correct gender.
- 1.10 Write your present Nationality.
- 1.11 Write your PPSN, which has 7 digits and a letter at the end, issued by the Department of Social Protection.
- 1.12 Write your GNIB Number (This is found on your GNIB card).
- 1.13 Write your Person Identification Number (e.g. 69/12345/12 old style or 123456-10 new style from Oct 2011).

Section 2: Details of Minor Born in the State

- 2.1 Write the minor's current given name/names.
- 2.2 Write the minor's current family name.
- 2.3 Write the full name of the minor's father.
- 2.4 Write the full name of the minor's mother.
- 2.5 Write the birth last name of minor's mother.
- 2.6 Write the minor's Date of Birth as recorded on his/her Birth Certificate.
- 2.7 Tick the box that shows the minor's correct gender.
- 2.8 Write the minor's PPS Number (as provided by the Department of Social Protection).

Section 3: Residential Address

- 3.1 Write your current address.
- 3.2 Write your e-mail address if you have one.
- 3.3 Write your day-time telephone number. (This is the number at which you can be reached during normal business hours i.e. 9.00am to 5.00pm).
- 3.4 Write your evening telephone number if you have one.
- 3.5 Write your mobile telephone number if you have one.

Section 4: Previous Addresses

Please list all your addresses for the last 9 years. Include Irish and overseas addresses.

Section 5: Residency Permissions

- 5.1 Write the date when you first arrived in Ireland.
- 5.2 Write your Passport Number at the time of arrival in Ireland.
- 5.3 If not providing output from the online residency checking guide, enter details of all of the residency permissions stamped on your passport(s) by an Immigration Officer (if applicable).
- 5.4 Tick the appropriate box. Please give details of any period spent studying in Ireland for the last 9 years.
- 5.5 Tick the appropriate box. Please give details of any period spent in the asylum process for the last 9 years.

Section 5A: Residency Details for Minor Born in the State

- 5.6 Tick the appropriate box. If the minor has been resident for any period outside the State please give details.

Section 6: Residence following Naturalisation

- 6.1 Tick the appropriate box.
- 6.2 If you answered "no" to question 6.1 please state the country that you intend residing in following naturalisation of your minor child.

Section 7: Your Parent's Details

- 7.1 Please provide the names, dates of birth, places and countries of birth and nationalities of YOUR father and mother.

Section 8: Means of Support

- 8.1 Tick the appropriate box.
- 8.2 Write the Name and Address of your employer if you are in employment. If you are self-employed, or you are a partner or director of a company, write the address used for business.
- 8.3 Give details of any social welfare payments that you have received in the past 3 years.

Section 9: Previous Applications

- 9.1 Tick the appropriate box.
- 9.2 Write the date of your previous application.
- 9.3 Write your previous application number 68/.../...
- 9.4 Tick the appropriate box.
- 9.5 Write the date of the previous application on behalf of your minor child born in the State.
- 9.6 Write the previous application number 68/.../...

Section 10: Background

- 10.1 Tick the appropriate box.
 - 10.2 Tick the appropriate box.
 - 10.3 Write the date of conviction, judgement or offence if appropriate.
 - 10.4 Write the place where the conviction, judgement or offence occurred if appropriate.
 - 10.5 Write the outcome where appropriate.
 - 10.6 Tick the appropriate box.
 - 10.7 Tick the appropriate box.
 - 10.8 Tick the appropriate box.
 - 10.9 Tick the appropriate box.
 - 10.10 Tick the appropriate box.
 - 10.11 Tick the appropriate box.
- } If the answer is yes to any of these questions, provide details in the additional details section provided for this purpose.

Section 11: References

This section should be completed by three Irish Citizens who are willing to act as referees for you.

Statutory Declaration

A Statutory declaration is a written Statement, declared to be true by you in the presence of an authorised person. By signing this declaration you are stating that you understand the application form and that the facts provided in the application form are true and correct to the best of your knowledge.

You should complete boxes A1, A2 and A3 and your authorised witness should complete W1, W2, W3 (either W3.0, W3.1, W3.21, W3.22, W3.23, W3.24, W3.25 or W3.26), W4, W5, W6, W7 and W8.

NOTE RE IDENTITY DOCUMENTS

If you do not have your birth certificate then you should get it from the relevant authorities in the country where your birth was registered **before** making an application for a certificate of naturalisation on behalf of your Irish born child. If you do not have your Irish born child's birth certificate then you should obtain a copy from the Civil Registration Office, Office of the Registrar General, Government Offices, Convent Road, Roscommon.

Use of Birth Affidavit

In certain circumstances an affidavit may be accepted in lieu of a Birth Certificate, where the certificate is not available and cannot be obtained. Please note that this is only accepted in specific and exceptional circumstances. If you are not in possession of or have lost your birth certificate, an affidavit will NOT be accepted. You must obtain it from the relevant authorities before applying.

NOTE:

FORM 11 IS FOR AN APPLICATION FOR NATURALISATION ON BEHALF OF A MINOR BORN IN THE STATE AFTER 1 JANUARY 2005 WHERE THAT MINOR DID NOT AT BIRTH HAVE AN ENTITLEMENT TO IRISH CITIZENSHIP UNDER SECTION 6A OF THE IRISH NATIONALITY AND CITIZENSHIP ACT 1956, AS AMENDED BY SECTION 4 OF THE ACT OF 2004.