









## Section 4 | Document Checklist

Please provide **copies** of the documents requested below, except where originals are specified. Original documents submitted will be returned to you by Registered Post. Please do not send original documents except where specified. For further information on the documents which must accompany this application form please refer to the Irish Naturalisation & Immigration Service website at <http://www.inis.gov.ie>.

### Evidence of identity

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Passport of applicant | <input type="checkbox"/> Passport or National Identity Card of EU citizen | <input type="checkbox"/> Two passport-size photos of applicant and EU citizen |
|--|---|---|

### Evidence of relationship of applicant to EU citizen

Please provide supporting evidence of your family relationship as selected on Section 1.10 of this form.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Civil Marriage Certificate<br>(For Spouse) | <input type="checkbox"/> Partnership Certificate<br>(For Civil Partner) | <input type="checkbox"/> Birth Certificate(s)<br>(For Child, Parent or Sibling) |
|---|---|---|

### Evidence of residence in the State

#### If Renting

- Letter from landlord/agency, rental contract or tenancy agreement
- Letters of Registration of Tenancy from the Private Residential Tenancies Board
- Utility bills in the names of both the applicant and the EU citizen

#### If Home-owning

- Letter from mortgage provider, local authority or County Council
- Title or deeds (as applicable)
- Utility bills in the names of both the applicant and the EU citizen

### Evidence of current activity of EU citizen in the State

Please provide supporting documents for the current activity as per Section 3, Parts (A - E).

#### (A) Employment

- Current letter from employer setting out terms, conditions and hours of employment **AND/OR** Signed contract of employment
- Two recent payslips
- Most recent P60 or Tax Credit Certificate

#### (B) Self-employment

- Agreed Tax Assessment from the Revenue Commissioner for the last financial year *(if applicable)* **OR** Letter of Registration for Self-Assessment (Income Tax) from the Revenue Commissioner
- Receipts issued for sales or services in the last six months
- Bank statements of the business for the last six months

#### (C) Study

- Letter from college/course provider including course description, start date and completion date
- Letter from private medical insurance provider (for EU citizen and any dependents)
- Bank statements **AND/OR** other evidence of financial resources

#### (D) Involuntary Unemployment

- Letter from Department of Social Protection with details of benefit claims
- Letter from Employment Services Office acknowledging registration as a jobseeker
- Letter from previous employer outlining circumstances of redundancy
- P60s for prior two years of employment
- P45 from last employment

#### (E) Residing with sufficient resources

- Evidence of financial resources and corresponding bank statements
- Letter from Department of Social Protection with details of any benefit claims (or stating that there are no claims)
- Letter from private medical insurance provider (for EU citizen and any dependents)

## Section 5 | Declarations

### Applicant

**This declaration should be signed and dated by the applicant or by the parent or guardian of an applicant under the age of 18.**

I hereby apply for a residence card for myself. The information I have given is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of me. I confirm that if, before my application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the EU Treaty Rights Section of the Department of Justice and Equality in writing immediately. I understand that any false or misleading information or fraudulent supporting documentation submitted will result in the refusal of this application.

I understand that, under Section 8 of the Immigration Act 2003 and Regulation 26 of the European Communities (Free Movement of Persons) Regulations 2015, the data in this application may be disclosed to other Irish Government Departments as well as to public authorities of the Member States of the European Union and European Economic Area (EEA) for purposes connected to this application. I acknowledge that the EU Treaty Rights Section may make enquiries to confirm any of the details or documents provided by me in this application, including my participation in an interview process.

I am aware that a person who asserts an entitlement to any rights on the basis of information which he or she knows to be false or misleading in a material particular shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €5,000 or to a term of imprisonment not exceeding 12 months, or both.

**Signed by applicant**

**Date**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

### EU Citizen

**This declaration should be signed and dated by the European Union, EEA or Swiss citizen.**

The information given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are of a true likeness of me. I confirm that if, before the application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the EU Treaty Rights Section of the Department of Justice and Equality in writing immediately. I understand that any false or misleading information or fraudulent supporting documentation submitted will result in the refusal of this application.

I understand that, under Section 8 of the Immigration Act 2003 and Regulation 26 of the European Communities (Free Movement of Persons) Regulations 2015, the data in this application may be disclosed to other Irish Government Departments as well as to public authorities of the Member States of the European Union and European Economic Area (EEA) for purposes connected to this application. I acknowledge that the EU Treaty Rights Section may make enquiries to confirm any of the details or documents provided by me in this application, including my participation in an interview process.

I am aware that a person who asserts an entitlement to any rights on the basis of information which he or she knows to be false or misleading in a material particular shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €5,000 or to a term of imprisonment not exceeding 12 months, or both.

**Signed by European Union, EEA or Swiss Citizen**

**Date**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

**Submission of incomplete forms or failure to submit all requested documentation will result in the automatic return of your application.**

Please return completed forms and documents by registered post to:

**EU Treaty Rights Unit  
Residence Division  
Irish Naturalisation and Immigration Service  
13/14 Burch Quay  
Dublin 2**

## Privacy Notice

1. The data you provide in this form is collected by the Irish Naturalisation and Immigration Service (INIS), a part of the Department of Justice and Equality. The data controller for the information you provide is the Department of Justice and Equality. The data controller's contact details are: EU Treaty Rights, Residence Division, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
  
2. You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)
  
3. We will use the personal data you provide in this form for the following purposes
  - Assessing your entitlement to reside in the State as the family member of the EEA National named in your application.
  - We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.
  
4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:
  - Directive 2004/38/EC
  - Regulation 26 of the EC (Free Movement of Persons) Regulations 2015, and
  - Section 8 of the Immigration Act, 2003
  
5. The personal data provided here will be stored securely in INIS's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:
  - Government departments and agencies,
  - An Garda Síochána,
  - EEA Competent authorities,
  - EEA police forces.
  - Individuals with your consent, for example, employer, landlord.
  - Service providers of the Department of Justice and Equality, for example data handling and storage providers, producer of Residence Card/Irish Residence Permit
  
6. The personal data you provide in this form is necessary for us to determine if you meet the criteria for a residence card as the family member of the EEA National named by you. If this data is not provided, your application cannot be processed.

7. This data may be retained until INIS can be sure that neither party will have no further contact with the immigration services. This may be an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986
  
8. Both you and the EEA National have the right to request access to, and a copy of any personal data pertaining to you or them that we process. You can do this by filling in a Subject Access Request form, available at [www.justice.ie](http://www.justice.ie), and sending it to [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie). You may be required to verify your identity before we send the information to you.
  
9. You or the EEA National have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you or the EEA National should write to EU Treaty Rights, Residence Division, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.
  
10. You or the EEA National have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie).

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name \_\_\_\_\_

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian of applicant aged under 18 years \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature (EEA Citizen) \_\_\_\_\_ Date \_\_\_\_\_