

Travel Documents - Information to Assist in Making Your Application

Please read this information carefully before completing your application form for a Travel Document

- You should first of all ensure that you are entitled to be issued with a Travel Document. Please see Section 1 for this information.
- A separate application form and fee is required for each person
- Please complete the form in **BLOCK CAPITALS** using a ballpoint **black** pen.
- It is essential that the form is completed correctly and that you enclose all documents required with your application. Any errors or omissions will result in it being returned to you, and this may delay you from receiving your travel document in time to travel.
- It will take a **minimum** of **4-6 weeks** to process your application from the date we receive it, subject to the correct documentation having been submitted. It will not be possible to issue you with a travel document in a shorter period of time. You should not make any travel arrangements until you have received your Travel Document.

Photograph Requirements

Please ensure that the photographs you submit with your application meet the very specific requirements outlined here. These are the same as for an Irish passport, and you can mention this when having your photo taken in a photographic outlet, as staff will be familiar with Passport Office requirements. If your photos do not meet these requirements, your application will be returned to you.

Four identical photographs, no more than six months old, must be submitted.

Size

They should be 45-50mm in height and 35-38mm in width. They should show a close-up of your face and the top of your shoulders. Your face should take up 70-80% of the frame.

Pose

The head should be centred in the image. A frontal pose looking directly at the camera and showing full face must be used and should be taken against a plain white, cream or light grey background. There should be a marked contrast between your facial features and the background of the photographs. Rotating or tilting of the head in either an up/down or left/right direction must be avoided.

Expression

Your expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Contrived expressions such as raised eyebrows, squinting or frowning are not acceptable.

Glasses

Sunglasses are not acceptable. If glasses are worn they should be of clear glass so that the eyes are clearly visible.

Head Coverings

Only head coverings worn for religious reasons are permitted. Hair bands should not be worn.

Print Quality

The photographs must be in sharp focus and correctly exposed. There should be no shadows or glare on the image or background. The photographs must have a good colour balance and natural flesh tones, and no 'Red-Eye'.

Your photograph will be digitally printed onto the Travel Document in black and white. We recommend that black and white photographs are submitted, although colour is acceptable. Photos must be printed on high quality paper, at a high resolution and with no ink marks or creases. If a digital camera is used, photographs must be printed on photo-quality paper. Reverse of photograph must be white and unglazed.

Submitting your Photographs

A member of An Garda Síochána must also sign and stamp the back of two of your photographs when witnessing your form. Photographs should **not** be attached to your application form. Photographs with any staple or pin marks will be returned to you.

Infants and Children

Infants or very small children who are unable to support themselves should be photographed lying down. Hands, arms etc. used to support the child should not be visible in the photographs.

It will also be necessary to have one photograph signed by a member of An Garda Síochána. The second photograph must be signed by either the school your child is attending, if child is of school-going age and under 16 years, or by your GP where the child is not yet of school-going age. No stamp should be placed on the photograph by the school or doctor.

Fees Payable

The current fees for all types of Travel Documents are:

- €80

This fee is payable by Bank Draft or Postal Order which should be made payable to the Department of Justice and Law Reform. No cash or personal cheques will be accepted.

Application Form

Section 1 - Type of Document

Please tick the box next to the Travel Document for which you are applying.

Geneva Convention of 28 July 1951 (Refugee) - This document will be issued to a person who has been granted Refugee Status in accordance with the Geneva Convention of 1951

Family Member of Refugee (Geneva Convention 28 July 1951) - This document may be issued to family members of a person granted Refugee Status who are resident in Ireland having been granted Family Reunification under Section 18(6) of the Refugee Act 1996 (as amended).

New York Convention of 28 September 1954 (Stateless Person) - This document will only be issued to those who have been declared Stateless in accordance with the New York Convention of 1954.

Subsidiary Protection under the European Communities (Eligibility for Protection) Regulations 2006 - This document will be issued to a person granted Subsidiary Protection in accordance with the European Communities (Eligibility for Protection) Regulations 2006. Family members who have been granted permission to remain in the State as a result, will also be issued with this document.

Section 24 Refugee Act 1996 as amended - Programme Refugee - This document may be issued to a person who has been declared a Programme Refugee in accordance with Section 24 of the Refugee Act 1996 (as amended).

Temporary Travel Document - This document may be issued in **exceptional** circumstances only, to a person who is currently resident in Ireland, and does not hold a national passport. The Irish Naturalisation and Immigration Service (INIS) is not obliged to issue travel documents in such instances.

You should instead seek the assistance of your nearest consular service. If your national authorities are unable or unwilling to issue you with a national passport, they must provide you with written confirmation of this, which you must submit with your application. The letter from your Embassy/High Commission must be on official headed paper, with contact details for the office, and stamped with their official stamp.

The validity of a Temporary Travel Document may be restricted. The fee payable will be the same, regardless of the validity period granted.

Section 2 - Applicant Details

Titles such as Mr, Mrs, Ms, Dr, Rev, etc are not entered on Travel Documents and should not be included on your application form.

The Surname and Forename should match what is held on record in this Department - e.g. - those given on your GNIB Card, or any letter which issued from INIS granting you permission to reside in the State. For minors who do not have either of these documents, their names should match what is on their birth certificates.

Contact Details

Please provide your full postal address as this is where your Travel Document will be sent. The phone number you give should be the one on which you can be contacted between 9am and 5.30pm Monday to Friday.

Section 3 - Passport/Travel Document Details

You will need to indicate whether or not you hold any Passport, Travel Document or National ID Cards by ticking the 'Yes' or 'No' boxes, as appropriate. If you do not hold any of these documents, please tick 'None of the Above' box.

Section 4 - Immigration History

Please answer all questions in this section. If you have additional information that does not fit in the space provided, please submit this on a separate sheet.

Section 5 - Temporary Travel Document

A person who has been granted permission to reside in Ireland and does not hold a valid national passport is **not** entitled to an Irish Travel Document, and we are not obliged to issue one to you.

You should instead seek a national passport from the authorities of your own country, through the nearest consular service available to you. If they cannot provide you with a passport or a travel document, you must submit an official letter from the Embassy/High Commission explaining why this is.

Where it is decided that a Temporary Travel Document may be issued in exceptional circumstances, the validity of this document may be restricted. It should be noted that the fee is the same, regardless of the period of validity granted.

Section 6 - Statement of Loss

You must complete this section if you are applying for a replacement Travel Document because your current document has been lost or stolen. You need to provide an explanation as to the loss of this document, and undertake to return it to this office, should it be found.

In addition to the documents outlined on Page 12 of the application form, you must also supply the following documentation:

- **Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments**
- **Evidence of residency at address shown on form – e.g. utility bills, official correspondence from Public/Private organisations**
- **Original Garda Report (obtained when you first reported the loss/theft of your Travel Document)**

This section must also be signed by a member of An Garda Síochána.

Please note - it will take a minimum of 12 weeks to process an application for a replacement document.

If you find your document within this period, you must notify this office in writing. If a new document is issued to you, the cancellation of the lost/stolen document will be notified to international authorities. This document will no longer be valid, and you should not attempt to use it.

Section 7 - Parental Consent

Consent of Parents or Guardians is required for each Travel Document for a minor (under 18 years). This consent will be valid for the life of the document, unless the contrary is stated in writing by either parent at the time of application.

Where a parent's name entered on this form differs from that on the child's birth cert, evidence of this change must be submitted - e.g. Civil Marriage Certificate.

The Travel Document application form must be submitted within 6 months of the date on which Section 7 was signed and witnessed. Both signatures at this section must be witnessed by a member of An Garda Síochána.

Where Parents are married

The written consent of both parents is required at Section 7.

Where parents were married but are now separated or divorced

The written consent of both parents is required at Section 7.

If one parent claims to be the sole legal guardian of the child, evidence of this must be submitted - e.g. Court order showing full custody and access rights have been granted to you **and** a special affidavit (available on our website www.inis.gov.ie) must be sworn before a Solicitor/Commissioner for Oaths, confirming that you are the sole legal guardian.

Where one parent is deceased

The written consent of the surviving parent is required at Section 7 **and** the death certificate of the deceased is required **and** a special affidavit (available on our website www.inis.gov.ie) must be sworn before a Solicitor/Commissioner for Oaths, confirming that the signee is the sole legal guardian.

Where parents were never married to each other

The written consent of both parents (if both are named on the birth certificate) is required at Section 7.

Where only the mother is named on the birth certificate, the written consent of the mother is required at Section 7 **and** a special affidavit (available on our website www.inis.gov.ie) must be sworn before a Solicitor/Commissioner for Oaths, confirming that she is the sole legal guardian. If the father claims to be the sole legal guardian, the court order granting such guardianship must be submitted **and** a special affidavit (available on our website www.inis.gov.ie) must be sworn before a Solicitor/Commissioner for Oaths, confirming that he is the sole legal guardian.

Where one parent is not residing in Ireland

The written consent of both parents is required. The parent residing in Ireland must complete Section 7. The parent residing outside Ireland must provide written consent, signed and dated.

Where the parent outside Ireland is unable to give such consent, a special affidavit (available on our website www.inis.gov.ie) must be sworn before a Solicitor/Commissioner for Oaths, confirming that the parent in Ireland is acting as the sole legal guardian of the minor.

Where Legal Guardianship is claimed

If consent is given by an appointed guardian(s), the circumstances of the guardianship must be explained, and the court order appointing the guardian(s) submitted.

Section 8 - Declaration

You must read this Declaration and sign it in the presence of a member of An Garda Síochána. It should be noted that the provision of false or misleading information may result in the cancellation of your Travel Document, and may affect future applications made by you.

Section 9 - Personal Details

This section must be completed by a member of An Garda Síochána.

Section 10 - Checklist and Signature

Please read the checklist and tick the box next to each item you are submitting in support of your application. It should be noted that submission of these documents does not guarantee you will be issued with a Travel Document.

Signature

You need to sign and date this page, and also insert your signature in the box provided.

The signature in the box will be digitally printed on to your Travel Document. In order to replicate this it is important that:

- your signature matches the names you have provided
- your signature does not extend outside the boundaries of the box
- no other marks appear in this box
- signature is clearly written and of sufficient quality to allow it to be printed on your Travel Document

It might not be possible to replicate a 'lightly' written signature on your Travel Document, or one that has been not been written using a ballpoint black pen. If your signature does not meet with these requirements your application will be returned to you, delaying the issue of your Travel Document.

It is expected that children aged 7 and over should sign their own application form. In the event that a child is unable to sign, a parent/guardian should sign in the space provided.

Submission of Application

You should submit your application form, photographs, relevant fee, and supporting documents to:

Travel Document Unit
Immigration Services Section
Irish Naturalisation and Immigration Service
13/14 Burgh Quay
Dublin 2.

If your application is approved, a Travel Document will be sent to you by registered post. If your application is refused, you will be informed in writing.

Any enquiries regarding your application can be emailed to inistravdoc@justice.ie. Please include your name, Dept of Justice reference number (69/ or Person Record) and contact details.