



## FAQs in relation to new process for online renewals December 2<sup>nd</sup> 2020

### **Q1. When submitting an online application for renewal of registration of permission to remain in the State, do I have to submit my passport?**

- A. From **the 2<sup>nd</sup> December 2020**, you will no longer be required to send in your passport as part of the online renewal process for Dublin residents. Instead you will be required to scan and upload the biometric page of your passport (the page with your photo and identification details) and a scanned colour copy of your current IRP card. Registration will be granted on the basis that all relevant documentation required is in order.

### **Q2. I have a changed my passport or I have a new passport since I last registered. Do I need to submit it to renew my permission?**

- A. Yes, if you are renewing your immigration permission and you have changed or have a new passport, you will first need to complete the online renewal application and then you will need to attend in person to have the passport stamped with your immigration permission. Your passport will be stamped on the day of your appointment.

If you live in Dublin, you must contact the Burgh Quay Registration Office at [burghquayregoffice@justice.ie](mailto:burghquayregoffice@justice.ie) and request an appointment. The office is currently closed due to Covid-19 Level 5 restrictions and will reopen when the current Level 5 restrictions to COVID-19 are lifted. Please see our website [www.inis.gov.ie](http://www.inis.gov.ie) for up to date information on the reopening of the Registration Office.

If you live outside of Dublin, you must contact your local Registration Office to make an appointment. If you are travelling to a registration appointment you may travel outside of the current 5km restricted travel zone. Please print confirmation of your immigration appointment to show to Gardaí if asked at a checkpoint. Please check the [Garda website](#) for further information.

Your passport will be stamped on the day of your appointment. Once your application is processed, your Irish Residence Permit (IRP) card will be provided.

**Q3. I have already applied for registration renewal and sent in my passport for stamping. What happens now?**

- A. Your application is being processed and your passport will be stamped and returned to you by registered post. In future, if you require a permission to be renewed, you won't have to send in your passport.

**Q4. How do I show proof that I have permission to reside in Ireland without a stamp in my passport?**

- A. Your Irish Resident Permit (IRP) card will show proof that you have registered your current immigration permission to remain in the State and confirm your immigration permission and its period of validity.

**Q5. The IRP card states that it is not an identity card. Will it be accepted as proof of residence?**

- A. The IRP card is not an identity card. It is a [registration certificate](#). The IRP card - certifies that you are legally registered with the Irish immigration authorities, - while resident in the State and provides details of the immigration permission held i.e. Stamp 1 or 4 etc.

The IRP card will also help you to access any government services to which you may be entitled. It also acts to meet the visa re-entry requirement.

**Note:** You must carry your IRP card with you at all times and present it to an immigration officer or a member of An Garda Síochána (police) if requested. This includes whenever you leave or re-enter the State.

**Q6. When will I receive my Irish Residence Permit (IRP) card?**

- A. If you are a Dublin resident and apply online, once your application has been successfully processed, you will receive your IRP card within approximately 10 working days by express post. This timeline is subject to change at periods of peak demand and in emergency situations such as the Covid 19 pandemic.

If you are attending a registration office outside of Dublin, the Immigration Officer dealing with your application will advise you on how and when you will receive your Irish Residence Permit (IRP) card.

**Q7. How can I prove that I am in permission while I am awaiting delivery of my IRP card?**

- A. When you apply for online renewal, you will receive an acknowledgement email with your Registration Office (OREG) application number. This can be used as proof of having submitted a request for renewal of your immigration permission to ISD.

If your card has expired, your acknowledgement email will serve as evidence that a renewal application has been made.

**Q8. If I'm travelling, will the international carrier accept my IRP card if I don't have a stamp in my passport?**

- A. Yes - All International carriers including airlines and ferries require a valid passport for international travel. A valid passport must also be accompanied by an IRP card for international carriers and Immigration Authorities to verify a person's current permission and for visa purposes if you are a visa required national.

**Note:** You should ensure that you have a valid in date IRP card before you travel.

**Q9. What happens if I don't have my IRP card and I need to travel under emergency circumstances?**

- A. If you qualify for an IRP card you should contact the Burgh Quay Registration Office (BQRO) by email at [burghquayregoffice@justice.ie](mailto:burghquayregoffice@justice.ie) explaining your circumstances and your urgent need to travel. You should submit proof of travel, for example your flight booking and the reason for the emergency and your case will be dealt with.

**Q10. Does this affect my permission to work in Ireland while awaiting my IRP card?**

- A. If your permission or permit allows you to work in Ireland, you are still entitled to work while awaiting your new IRP card. Your acknowledgement email should serve as evidence that a registration renewal application has been made.

The IRP card shows your immigration permission, replacing the need for a stamp in your passport.

**Q11. How will I calculate my reckonable residency in the future if I do not have an immigration stamp in my passport?**

- A. All requests to verify reckonable residency, regardless of place of residence in Ireland, should be made to the ;

Chief Superintendent, Garda National Immigration Bureau (GNIB),  
13/14 Burgh Quay, Dublin 2.

**Q12. Can I automatically renew any permission on the online renewal system?**

A. No - Applications for renewal of Stamp 0, Stamp 4EUfam, Stamp 5, and Stamp 6 permissions **must be** submitted directly to the Department, for details on how to apply visit [www.inis.gov.ie](http://www.inis.gov.ie).

Please allow sufficient time for processing the application prior to the expiry of your current permission. Once a new permission letter is issued you can then apply for a new IRP card through the online renewal system.

The online renewal system will accept all other permission renewal applications, including change of permission type (e.g. applying for Stamp 1G Graduate Scheme following successful completion of a previously registered Stamp 2 degree course), subject to providing all necessary supporting documentation.

**Q13. I am seeking to change my immigration status (i.e. stamp 2 to 1G). Do I submit my physical passport for my online application?**

A. No - You can upload a scanned copy of the biometric page of your passport (the page with your photo and identification details) and all relevant supporting documentation. For example, a permission letter from the relevant authorities in ISD would be required.