Please ensure that you read this information before completing your application form. The information outlined below will assist you in completing your form correctly and minimise the possibility of your form being returned due to omissions or errors.

Further information on Travel Documents if required can be found on our website [www.inis.gov.ie](http://www.inis.gov.ie) (under Immigration – Travel Documents).

**Application Form**
Please indicate the type of Travel Document you are applying for in Section 1. It is important that all other sections relevant to you are fully completed. If your application form is incomplete, or you do not submit all of the required documentation your application cannot be processed and will be returned.

**Fee Payable**
The administration fee payable for a Travel Document is outlined on our website. Payment can be made by Postal Order or Bank Draft.

**Photographs**
You must submit four passport sized photos with your application, two of which must be signed by a member of An Garda Síochána. Full requirements are set out on our website and are the same as those used for an Irish Passport. It will not be possible to produce a Travel Document where the photos do not meet the required standard and your application will be returned.

**Signature**
You must sign the Declaration in Section 7 in the presence of a member of An Garda Síochána. You must also sign the Declaration in Section 9 and sign in the box provided. The box will be used to create a digital image of your signature which will be shown on your document. It is extremely important that no part of your signature should be outside this box. If you do not comply with this requirement we will be unable to produce your Travel Document.

**Lost/Stolen Travel Documents**
If you are applying for a Travel Document to replace one that has been lost or stolen you MUST complete Section 5 of this form. Additional documents are also required in these circumstances and outlined within the section. You will be required to sign an undertaking in the presence of a member of An Garda Síochána, to return the missing document if found. Note: Applications for replacement documents will take a minimum of 12 weeks to process. No exceptions can be made to this requirement.

**Travel Documents for Minors (Children Under 18)**
Parental Consent is required for all applicants under the age of 18 years. Section 6 of this form MUST be completed by both parents or legal guardians. Where one parent claims to be sole legal guardian of the minor, an affidavit will need to be sworn and submitted with the application. This form can be found on our website. Evidence that the child is resident in the State will also be required.

Green Sections must be fully completed by the applicant, their parent or legal guardian

Red Sections must be fully completed by OR in the presence of a member of An Garda Síochána. The Garda Symbol will also be present on these sections.
Section 1 A – Type of Document

Please tick the appropriate box to indicate the type of Travel Document you wish to apply for

☐ Refugee under the International Protection Act 2015 (Refugee Document). Proceed to Section 2.

☐ Subsidiary Protection under the International Protection Act 2015. A Travel Document will only issue where a person is unable to obtain a national passport. Proceed to Section 1B below.

☐ Programme Refugee under Section 59 of the International Protection Act 2015. Proceed to Section 2.

☐ Family member of a person granted permission to remain in the State under one of the above three provisions. Proceed to Section 1B below.

☐ Temporary Travel Document – Proceed to Section 1B below. This Document may be issued in exceptional circumstances only, usually for the purpose of seeking urgent medical treatment or other humanitarian reasons, to a person who is currently resident in Ireland, and does not hold a national passport. Irish Travel Documents are not issued for the purpose of supplementing the passport procurement processes of other countries whose citizens are resident in Ireland.

Section 1 B – Evidence of Efforts Made To Obtain National Passport

Have you sought the assistance of your consular service to obtain a National Passport? YES ☐ NO ☐

You must enclose with this application a letter from your Embassy/High Commission showing that they have formally and unreasonably refused your application for a passport or travel document.

Please provide details below as to why you are applying for a Travel Document. Use a separate sheet if necessary:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
**Section 2: Applicant Details**

This section is the personal information required in order to process your application. Leaving any area blank may result in the returning of your application and or delays to processing.

### Section 2 A – Personal Information

<table>
<thead>
<tr>
<th>Surname (Family Name):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Forename(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Residential Address (in Ireland):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
</tr>
<tr>
<td></td>
<td>Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>City of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th></th>
</tr>
</thead>
</table>

### Section 2 B – Reference Numbers

<table>
<thead>
<tr>
<th>Person ID No:</th>
<th>Justice Reference No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>69/</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate of Registration Number:</th>
<th>Certificate of Registration Card Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPS No. (Public Services Number):</th>
<th></th>
</tr>
</thead>
</table>
Section 2 C - Convictions

Have you been convicted of any criminal offences in the State or abroad?  

☐ YES   ☐ NO

If “Yes” please provide details of convictions (country, offence, year etc):

________________________________________________________________________________________

________________________________________________________________________________________

Section 3 – Identity Document Details

Please complete all sections relevant to you

Section 3 A – Passport

Do you hold a Passport:  

☐ YES   ☐ NO

If you are in possession of a Passport, you must surrender it with your application. A Travel Document will not issue to a person in possession of a Passport.

Passport Number:

Date of issue:  

Date of expiry:  

Place of Issue:

Nationality:
Section 3 B – Travel Document

Do you hold a Travel Document:    [ ] YES [ ] NO

Travel Document Number:

Date of issue:    Date of expiry:

Place of Issue:

Nationality:

Section 3 C – National ID Card

Do you hold a National ID Card:    [ ] YES [ ] NO

If you are in possession of a National ID Card, you must surrender it with your application.

National ID Card Number:

Date of issue:    Date of expiry:

Place of Issue:

Nationality:

Section 3 D

If you do not hold any of the above documents, please declare this by ticking this box:
Section 4 – Immigration History in the State

The information below is required to process your document. Please complete fully.

Section 4 A – General Information

Date of arrival in the State: 

Place of arrival: 

Date of first Registration in Ireland: 

If no registration date has been provided, please explain why: 

__________________________________________________________________

Status on arrival in the State (please tick):

Asylum Seeker □  Student □  Visitor □

Work Permit / Authorisation Visa □  Other □

If “other” please give details: ______________________________________________________________________

Section 4 B – Removal Information

Have you even been deported from the State? □ YES □ NO

If “Yes” please provide details:

__________________________________________________________________

Are you currently the subject of a Deportation Order made in Ireland? □ YES □ NO

If “Yes” please provide details:

__________________________________________________________________

Are you currently the subject of a Transfer Order made Ireland? □ YES □ NO

If “Yes” please provide details:

__________________________________________________________________
Section 5 – Statement of Loss

If your most recent Travel Document was lost or stolen please complete this section and have it signed and stamped by a member of An Garda Síochána

In addition to the documents noted in Section 9 (Checklist and Documentation), you will also need to submit the following:

- Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments etc
- Evidence of residency at address shown on form – e.g. utility bills, official correspondence from public or private bodies
- Original Garda Report (obtained when you first reported loss / theft)

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

Section 5 A – Details of Lost / Theft

My Travel Document was  Lost  [ ]  Stolen  [ ]  Other  [ ]

If “other” please provide details:

__________________________

Where and when was your Travel Document lost / stolen?

__________________________

Have you ever lost a previous Travel Document? If so please state if it was ever found / recovered?

__________________________

Section 5 B – Declaration

I undertake to return my missing Travel Document to the Irish Naturalisation & Immigration Service if found. I declare that the information I have given in this statement is correct in all respects.

Signature of Applicant: ____________________  Date: ____________

Signature of Garda: _______________________

Rank: ___________  Station: ________________

Official Station Stamp:  


Section 6 – Parental Consent

If the applicant is under 18 years of age, this section MUST be completed by the applicant’s parents or legal guardians

Full names of both Parents / Legal Guardians:

**Parent/Guardian A**
Name: ________________________________________________________________
Date of Birth: ___________________________ Relationship to Applicant: ___________________________

**Parent/Guardian B**
Name: ________________________________________________________________
Date of Birth: ___________________________ Relationship to Applicant: ___________________________

Where a minor is in the care of both his or her parents, **BOTH** parents’ signatures are required. All signatures must be witnessed by a member of An Garda Síochána and the applicant minor must be present at the time. Where one parent claims to be the sole guardian of the minor, an affidavit will need to be sworn – for further details see www.inis.gov.ie

Section 6 B – Signature of Consent

I agree to the issue of a Travel Document for the named applicant minor:

**Parent/Guardian A**
Sign: ___________________________ Date:____________________

**Parent/Guardian B**
Sign: ___________________________ Date:____________________

Where only one signature provided, please give reason:

______________________________________________________________________________________________

Witnessed by: ___________________________ Date:____________________

Rank: ___________________________
Number: ___________________________
Station: ___________________________

Official Station Stamp:
Section 7 – Declaration

The following statements must be signed by the applicant in the presence of a member of An Garda Síochana

- I hereby declare that the foregoing particulars furnished by me are true and accurate according to the best of my knowledge

- Apart from any document mentioned in Section 3 of this application, I do not possess a valid Passport or Travel Document

- I confirm that I am not a resident in any other country which would allow me to apply for a Travel Document from the authorities of that country

- I am resident in the Republic of Ireland

- I am aware that misuse of any Travel Document issued by the Irish Naturalisation and Immigration Service will result in the forfeiture of said document and may affect future applications for a replacement Travel Document.

Signature of applicant: ________________________________

Date: ________ _______ ______

*Please ensure you complete Declaration and Travel Document Signature on page 12*

Witnessed by: ___________________________  Date: ___________________________

Rank: ___________________________

Number: ___________________________

Station: ___________________________

Official Station Stamp:
Section 8 – Personal Details
To be completed by a member of An Garda Síochána

1. Height of applicant: _____ foot and ____ inches  OR _______ cm

2. Colour of hair: Black [ ] Brown [ ] Blonde [ ] Red [ ] Grey [ ]

   Other (please specify) ________________________________________________

3. Colour of eyes: Brown [ ] Blue [ ] Green [ ] Grey [ ] Hazel [ ]

   Other (please specify) ________________________________________________

4. Shape of face: Round [ ] Oval [ ] Heart [ ] Square [ ]

   Other (please specify) ________________________________________________

5. Shape of nose: Normal [ ] Broad [ ] Narrow [ ] Flat [ ]

   Other (please specify) ________________________________________________

6. Complexion: Fair [ ] Sallow [ ] Dark [ ]

   Other (please specify) ________________________________________________

7. Special Peculiarities / Identifying Features:

   ____________________________________________________________________

Completed by: ___________________________  Date: ________________________

Rank: ________________________________

Number: _____________________________

Station: ______________________________

Official Station Stamp:
Section 9 – Checklist and Signatures

Please provide original documents as requested below and tick the corresponding box to confirm you have included each with your application

- Passport(s) or National Identity Card.  
  All Applicants
- Evidence of Residence in Ireland (copy of Certificate of Registration).
- Permission letter issued by this Department allowing you to reside in Ireland.
- Four passport photos meeting the requirements outlined on our website: two signed and stamped on the reverse by a member of An Garda Síochána AND two left blank.
- Fee (Bank Draft / Postal Order Only, payable to the Department of Justice & Equality). Details of fees can be found on our website. Cash will not be accepted.
- All sections fully signed and completed and witnessed where required by a member of An Garda Síochána.
  Minors
- Birth Certificate (if applicable). Long form of birth certificate, which records details of minor’s birth / biological parents.
- School letter or letter from GP – not more than one week old - confirming applicant is registered/ enrolled and attends, plus one photo of applicant signed by school or GP.
- Passport photos meeting the requirements outlined on our website. Minors require four photographs, one signed and stamped on the reverse by a member of An Garda Síochána and one signed by the school or GP AND two left blank.
- Legal Guardian– original documents relating to guardianship.
- Parental Consent / Affidavit – Section 6 of this form signed by both parents and witnessed by a member of An Garda Síochána.

Incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. Applications and supporting documentation can be submitted to:

**Travel Document Section, Ministerial Decisions Unit, INIS, 13/14 Burgh Quay, Dublin 2**

Declaration and Travel Document Signature

The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with the form are a true likeness of me, or the minor applicant on whose behalf I am signing this form:

Signature of applicant ______________________
Date: ____________________________

Parent or guardian signature if applicant is unable to sign: ____________________________

Travel Document Signature

Please insert your signature inside this box. Your signature should not touch the edges of the box and must be fully contained. Failure to comply will result in your application being returned. Minors over 7 years of age must sign themselves.