



# Documents Required With this Form

All applicants are required to provide:

- A valid passport or travel document (stamped by Immigration Officials)
- Garda (GNIB) Registration Card
- A recent Irish passport sized colour photograph.

This should be:

- No more than 6 months old
- Minimum size 35mm x 45mm, maximum size 38mm x 50mm
- Printed on photographic paper
- Sharp and clear, and taken against a plain white background.
- A frontal pose looking directly at the camera and showing full face. The face should take up 70-80% of the photograph. The expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes.
- Only head coverings worn for religious reasons are permitted. Hair bands are not allowed
- Sunglasses are not acceptable. If glasses are worn they should be of clear glass so that the eyes are visible
- NOTE: Please print your name clearly on the back of all photographs submitted – do not attach the photograph to your application form
- The appropriate fee – see note below on fees
- If you are the holder of a Study visa, you must also submit an up to date letter (not more than one week old) from your college, stating the title and duration of your course and confirming your level of attendance. If you wish to leave the State during the school term, the letter should also include the date of departure and the date you will resume your studies.
- All applications for children under the age of 16 years, whether included on your passport or travelling on their own passport, must be accompanied by an original birth certificate and evidence that the child is residing in Ireland. If the child is over 5 years you should submit an up to date letter (not more than one week old) from their school confirming their attendance, together with 2 passport size photographs, one photograph to be officially stamped by the school. If the child is under 5 years of age you should submit an up to date letter (not more than one week old) from your doctor (GP) confirming that the child is registered with their practice, together with 2 passport size photographs, one photograph to be officially stamped by the doctor.

NOTE: A Visa Officer may ask for further documentation where necessary.

## Fees

- Single Journey - €60
- Multiple Journey - €100

No cash or personal cheques will be accepted. You must pay by bank draft or postal order only. These should be made payable to the Department of Justice and Equality.

If you apply for a Single Journey visa you can only re-enter Ireland once within 90 days from the date of issue of this visa. It will not be valid for the duration of your GNIB card.

If you apply for a Multiple Journey visa you can leave and re-enter Ireland an unlimited number of times from the date of issue of this visa until the expiry date of your GNIB card, or the expiry date of your passport, whichever is earliest.

Under EU Law the following are exempt from fees:

- Spouses of EEA (including Irish) and Swiss nationals (Original passport of EEA/Swiss national and original marriage certificate required as evidence)
- Children and grandchildren, under 21 years of age, of EEA/Swiss nationals or their spouses\*\*
- Dependent parents and grandparents of EEA/Swiss nationals or their spouses\*\*

\*\*In these cases a notarised letter confirming their dependency on EEA/Swiss national is required. The original passport of the EEA/Swiss national, and original birth certificates, marriage certificates, and/or other documents which confirm the line of ascent/descent, are also required.

## How to Apply

Please fully complete and sign this Re-entry Visa Application Form and submit with ALL the required documentation by registered post to:

Re-entry Visa Processing Office  
Irish Naturalisation and Immigration Service  
13-14 Burgh Quay  
Dublin 2.

We will endeavour to process your application within 4 working days of receipt, and will return your documents to you by registered post. Please ensure your address on your application form is complete and clearly legible.

Alternatively, you can apply in person to the Visa Office at the above address. The opening hours are 8.30am to 2.30pm Monday to Friday, excluding Public Holidays.

At busy holiday periods throughout the year, e.g. Christmas/Easter/National Holidays, the volume of people calling to the office may exceed the numbers to whom we can offer a same-day service. You should therefore always apply for your re-entry visa well in advance of proposed travel dates, and before making any travel arrangements.