



DPCH

**De Facto Partner of a
Critical Skills Employment Permit Holder
or a Non EEA Researcher on a Hosting Agreement**

Who is this form for?

You should use this application form if:

- You wish to apply for Immigration preclearance to enter the State as a De Facto Partner of a CSEP (Critical Skills Employment Permit) Holder or as a De Facto Partner of a Non EEA Researcher on a Hosting Agreement

How to complete this form:

- Please write your responses clearly and place a tick in the relevant boxes
- You must complete all sections of this form fully
- You must read, sign and date the privacy notice, Section 5 A
- You must read, sign and sign the declaration, Section 5 B
- You must pay the €100 fee
- You must submit all supporting documents for each individual application

Where to send your completed application form

- You must send your completed application form and supporting documents to the address below

**Preclearance Section/Visa Unit
Irish Naturalisation and Immigration Service
13/14 Burgh Quay
Dublin 2
D02 XK70**

If you have any queries please contact:

Preclearance@justice.ie



Section 1 Applicant

Section 1 A Applicants Personal Details

In this section you will need to provide some personal details about yourself.

1.1 Surname(s) (as shown in passport)

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1.2 Forename(s) (as shown in passport)

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1.3 Are there any other names by which you are or have been known? (✓)
(maiden name, name at birth, and any other names by which you are or have been known)

Yes No

If 'Yes', please state names

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1.4 Date of Birth

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|---|---|---|---|---|---|---|---|---|---|

1.5 Gender (✓)

Male Female Other



1.6 What is your marital status? (✓)

- Single Married Civil Partner Divorced Widowed
- Unmarried Partner Surviving Recognised Civil Partner

1.7 Nationality

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1.8 Place and Country of Birth

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1.9 Current Address

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Post code (if you have one)

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1.10 When did you start living at this address

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Section 1 B Applicant's Immigration History

In this section you will need to provide some details about your immigration and criminal history.

1.16 Are you lawfully resident in a country outside your country of origin? (✓)

Yes No

If 'Yes' please give details (*for example what type of permission you hold, evidence will be required*)

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1.17 Have you ever applied for immigration permission to live in or visit the Republic of Ireland? (✓) (*If you have ever travelled to Ireland and presented at an airport/seaport please answer 'Yes' to this question*)

Yes No

If 'Yes', was this permission granted? (✓) (*If you were granted entry into Ireland answer 'Yes' to this question*)

Yes No

1.18 Have you ever been refused a visa to, refused entry to, deported from, or otherwise required to leave Ireland? (✓)

Yes No

If you overstayed permission in Ireland, you must also answer 'Yes' to the above question and provide details below.



If 'Yes' please give details

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1.19 Have you ever lived in Ireland? (✓) *(If you have lived in Ireland in the past please answer 'Yes' to this question)*

Yes No

If 'Yes', please provide the following details:

How did you enter the State (✓)

- | | | |
|---|--|--|
| <input type="checkbox"/> Student (Study/ Research) | <input type="checkbox"/> To Join a Family | <input type="checkbox"/> Work - Employment |
| <input type="checkbox"/> Asylum-Seeker | <input type="checkbox"/> Programme Refugee | |
| <input type="checkbox"/> Visitor (Tourist/ Business etc. for less than 90 | <input type="checkbox"/> Other | |

If 'Other' please give details (how you entered Ireland, when you entered Ireland and what reason you entered Ireland for)

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PPS Number - Personal Public Service Number (*you may have a PPS number if you have lived in Ireland in the past*)

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Registration Number (*also known as your GNIB number*)

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1.20 Have you ever been refused a visa to, refused entry to, deported from, or otherwise required to leave **any other country**? (✓)

Yes No

*If you overstayed permission or a visa in **any other country**, you must also answer 'Yes' to the above question and provide details below.*

If 'Yes' please give details

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1.21 Have you any criminal convictions in Ireland or in any other country? (✓)

Yes No

If 'Yes' please give details

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1.22 Are there any criminal charges pending against you in Ireland or in any other country? (✓)

Yes No

If 'Yes' please give details

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1.23 Have you submitted a Police Clearance for any country in which you have resided for the past 5 years? (✓)

Yes No

1.24 Have you applied for De Facto Preclearance Partner permission before? (✓)

Yes No



If 'Yes', did you apply for permission inside or outside of the State? (✓)

Inside the State Outside of the State

Section 1 C Passport or travel document details

In this section, you will need to provide details about your passport, or other travel document.

1.25 Type of Travel Document (✓)

- National Passport Travel Document (internationally recognised) Travel Document (1951 Convention)
- Aliens Passport Diplomatic Passport
- Service Passport Government Official Passport

1.26 Document Number

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1.27 Date of Issue

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1.28 Date of Expiry

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1.29 Place of Issue

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1.30 Is this your first passport? (✓)

Yes No



If 'No', please list your previous passport numbers. Copies of these previous passports should be included with your application.

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1.31 Do you hold passports issued by other countries? (✓)

Yes No

If 'Yes', please give details.

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2.13 When did your partner start living at this address

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2.14 Has your partner ever lived at any other addresses in the last 5 years? (✓)

Yes No

If you answered 'Yes' to be above please give these addresses here

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2.15 Has your partner already travelled to Ireland? (✓)

Yes No

If 'Yes', on what date

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2.16 Has your partner ever lived in Ireland in the past? (✓)

Yes No



If 'Yes' please provide Personal Public Service Number and Registration Number (if applicable)

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2.17 Has your partner ever been refused a visa to, refused entry to, deported from, or otherwise required to leave any country? (✓)

Yes No

If your partner overstayed permission or a visa in any country, you must also answer 'Yes' to the above question and provide details below.

If 'Yes' please give details

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2.18 Has your partner any criminal convictions in Ireland or any country? (✓)

Yes No

If 'Yes' please give details

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2.19 Are there any criminal charges pending against your partner in Ireland or in any other country? (✓)

Yes No

If 'Yes' please give details

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2.20 Has your partner submitted a Police Clearance for any country in which they have resided for the past 5 years? (✓)

Yes No

2.21 Has your partner sponsored a De Facto Preclearance Partner permission before? (✓)

Yes No

Section 2 B Passport Details for CSEP Holder/ Non EEA Researcher

You will need to provide details about your partner's passport, or other travel document.

2.22 Type of Travel Document (✓)

- | | | |
|--|---|--|
| <input type="checkbox"/> National Passport | <input type="checkbox"/> Travel Document (internationally recognised) | <input type="checkbox"/> Travel Document (1951 Convention) |
| <input type="checkbox"/> Aliens Passport | <input type="checkbox"/> Diplomatic Passport | |
| <input type="checkbox"/> Service Passport | <input type="checkbox"/> Government Official Passport | |



2.23 Document number

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2.24 Date of Issue

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2.25 Date of Expiry

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2.26 Place of Issue

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2.27 Does your partner hold passports issued by other countries? (✓)

Yes No

If 'Yes', please give details.

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**2.34 Place and Country of Birth**

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2.35 Current Address

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You will need to provide details about your child's passport, or other travel document.

2.36 Type of Travel Document (✓)

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|--|---|--|
| <input type="checkbox"/> National Passport | <input type="checkbox"/> Travel Document (internationally recognised) | <input type="checkbox"/> Travel Document (1951 Convention) |
| <input type="checkbox"/> Aliens Passport | <input type="checkbox"/> Diplomatic Passport | |
| <input type="checkbox"/> Service Passport | <input type="checkbox"/> Government Official Passport | |

2.37 Document Number

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2.38 Date of Issue

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2.39 Date of Expiry

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| D | D | / | M | M | / | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|



You will need to provide details about your child's passport, or other travel document.

2.62 Type of Travel Document (✓)

- | | | |
|--|---|---|
| <input type="checkbox"/> National Passport | <input type="checkbox"/> Travel Document (internationally recognised) | <input type="checkbox"/> Travel Document (1951) |
| <input type="checkbox"/> Aliens Passport | <input type="checkbox"/> Diplomatic Passport | |
| <input type="checkbox"/> Service Passport | <input type="checkbox"/> Government Official Passport | |

2.63 Document number

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2.64 Date of Issue

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2.65 Date of Expiry

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2.66 Place of Issue

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2.67 Is this child travelling to Ireland as your/ your partner's dependent? (✓)

- Yes No

If you/ your partner have more than 3 children, please provide their details on a separate sheet. Details must include **all** of the above information.



Section 2 D Other Family Members

2.68 Do any members of your family or your partner's family live in Ireland? (✓)

Yes No

If 'Yes' please provide details

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|--------------------------------------|---|---|---|---|---|---|---|---|---|
| Surname: | | | | | | | | | |
| Forename: | | | | | | | | | |
| Date of Birth: | | | | | | | | | |
| D | D | / | M | M | / | Y | Y | Y | Y |
| Nationality: | | | | | | | | | |
| Registration Number (if applicable): | | | | | | | | | |
| Relationship to you: | | | | | | | | | |

If 'Yes' please provide details

| | | | | | | | | | |
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| Surname: | | | | | | | | | |
| Forename: | | | | | | | | | |
| Date of Birth: | | | | | | | | | |
| D | D | / | M | M | / | Y | Y | Y | Y |
| Nationality: | | | | | | | | | |
| Registration Number (if applicable): | | | | | | | | | |
| Relationship to you: | | | | | | | | | |

If you/your partner have more family members living in Ireland, please provide all of the details above on a separate sheet.



Section 3

Relationship History

In this section you will need to provide details about your relationship.

3.1 Date and Place of meeting

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3.2 Date of commencement of relationship

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3.3 Date of commencement of co-habitation

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3.4 Relationship History

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3.4 Relationship History (continued)

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Section 4

Your Partner's Employment Details

In this section you will need to provide details on your partner's Critical Skills Employment Permit or your partner's Hosting Agreement and Employment/Educational History.

NOTE: It is important to provide accurate contact details for their employer as they may be contacted to verify the information provided. A copy of your partner's Critical Skills Employment Permit or Hosting Agreement must be submitted.

4.1 Employment Permit Number or Hosting Agreement Number

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4.2 Job Title *(this will be the position your partner was granted an employment permit or a Hosting Agreement for)*

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4.3 Name of Employer in Ireland

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4.4 Address of Employer in Ireland

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4.13 Awarding University

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4.14 Address of University

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4.15 Country

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4.16 Date of Qualification

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4.17 Qualification 2

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4.18 Title of Qualification (e.g. Bachelor of Arts, etc)

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4.19 Awarding University

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4.20 Address of University

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4.21 Country

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4.22 Date of Qualification

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4.23 Qualification 3

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4.24 Title of Qualification (e.g. Bachelor of Arts, etc)

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4.25 Awarding University

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4.26 Address of University

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4.27 Country

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4.28 Date of Qualification

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4.29 Does your partner have the required experience for this role? (✓)

Yes No

If 'Yes', please list their work experience here (Evidence of this will be required)

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4.30 How long does your partner plan to work in Ireland?

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Section 5 Privacy Notice & Declaration

The applicant and sponsor must read the privacy notice & declaration, and print and sign both, section 5A and 5B

Section 5A Privacy Notice

1. The data you provide in this form is collected by the Preclearance Unit, 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: Preclearance Unit, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.

2. We will use the personal data you provide in this form for the following purposes:

- Assessing your eligibility for this scheme
- Verifying your identity
- Maintaining fair and effective immigration controls
- Verifying immigration history
- Identifying criminal history
- Preserving and strengthening the Common Travel Area
- Promoting the interests of Ireland and its citizens
- Conducting policy research
- Customer feedback

3. Our legal basis for collecting and processing this data is as follows:

- To fulfil the function of the Minister for Justice and Equality, for the State to maintain control of its own borders and operate a regulated system for the control, processing and monitoring of non-national persons in the State, as designated in the Ministers and Secretaries Act 1924 (as amended)
- We are obliged to collect and process this data in order to maintain fair and effective immigration control, to preserve the integrity of the Common Travel Area, and to promote the interests of Ireland and its citizens.

4. The personal data provided here will be stored securely on DJE IT servers. It may be shared, where appropriate, with the following third parties:



- United Kingdom Home Office
- Authorised Agent on behalf of the Irish Naturalisation & Immigration Service of the Department of Justice & Equality
- The Department of Foreign Affairs
- An Garda Síochána
- Irish Government Departments and Agencies
- Member States of the EU/EEA

5. The personal data provided in this form may be transferred to a 3rd country, outside the European Economic Area or to an international organisation in order to enable us to confirm identification, immigration history and/or criminal history.

6. The contact for any queries in relation to this form is Preclearance Unit, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.

7. This data will be stored in accordance with specified DJE retention schedules and the requirements of the National Archives Act 1986.

8. You can request a copy of the personal data that we hold. You can do this by completing a Subject Access Request form, available at or from any Department of Justice and Equality Public Office, and forwarding it to subjectaccessrequests@justice.ie or by post to the DJE Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you.

9. You have the right to rectify any inaccuracies in your data. To do this you should write to Preclearance Unit, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70. documenting the inaccuracies which need to be rectified.

10. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in the Department of Justice and Equality Data Protection Policy available at http://www.justice.ie/en/JELR/Pages/Data_Protection

You can contact the Data Protection Officer for the Department of Justice by post at:

The Data Protection Officer, Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52.

Or by email - dataprotectioncompliance@justice.ie



Signature of applicant

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Full Name of applicant (in block letters)

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Signature of sponsor

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Full Name of sponsor (in block letters)

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The applicant and sponsor must read the privacy notice & declaration, and print and sign both, section 5A and 5B

Section B Declaration

“I hereby apply for Preclearance in advance of travelling to Ireland. The information I have given is complete and is true to the best of my knowledge. 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 Preclearance Unit, INIS, Dublin.

I understand that I may be required to provide my biometric information (fingerprints and facial image) before my application will be processed and that any such information, together with my biographical information, will be collected by the United Kingdom Home Office or another authorised agent on behalf of the Irish Naturalisation and Immigration Service of the Department of Justice and Equality. I acknowledge and accept this process and will provide my biometric information if required.

I understand that I may be recorded by electronic means (CCTV) when I attend at a centre for the purpose of providing my biometrics and biographical details or lodging my documents and that any such recordings may be retained for the purpose of maintaining the integrity of the Preclearance application process.

I understand that additional information may be required before my application can be processed. I understand that failure to provide such data, if requested to do so by the Preclearance Unit, INIS, Dublin, may result in the refusal of my application.

I understand that any false or misleading information, or false supporting documentation, may result in the refusal of my application without the option to appeal, and that this may result in me being prevented from making further Preclearance applications for a period of up to five years.

I also understand that if I have incorrectly claimed to be exempt from the requirement to provide biometrics my application may be refused without the right of appeal, and I may be prevented from making further Preclearance applications for a period of up to five years.

I understand that, if it is discovered on a later date, I have submitted false, fraudulent or misleading information or supporting documentation, my permission will be reviewed and may be revoked.



I acknowledge that the application form and supporting documentation, or copies thereof, may be conveyed to the Irish deciding authority by reasonable means as considered appropriate by the receiving office, including commercial courier (in sealed package) or other postal or electronic means.

I understand that I do not have any entitlement to support from the State.

I have read and understand the Department of Justice and Equality's data protection policies regarding my personal information".

Signature of Applicant

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Full Name of Applicant (in block letters)

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Signature of Sponsor

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Full Name of Sponsor (in block letters)

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Section 6 Fee Payment

In this section you will find details on how to pay the fee. Further details regarding Electronic Fund Transfer (EFT) are on the INIS website.

Application Fee

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| €100 | This fee is non-refundable |
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How to Pay

- Fee must be made by Electronic Fund Transfer (EFT) to the Department Justice & Equality, at the details provided in the box below.
- Please ensure the full amount of €100 is submitted as otherwise the application cannot be processed.
- Print the applicant's passport number clearly on the lodgement in the payment reference section and provide a copy of the transaction with your application

Bank Details for fee payment

| | |
|-----------------|---------------------------------------|
| BIC | BOFIIIE2D |
| IBAN | IE65BOFI 900017 82492191 |
| Name of Account | Visa Fees Public Bank Account |
| Bank Name | Bank of Ireland |
| Bank Address | 2 College Green D02VR66 Ireland |



Section 7 Supporting documents

In this section you will find a checklist of support documents you must supply with your application.

- Clear copies of original documents should be supplied
- The Preclearance Section reserve the right to request originals at any time
- If you submit a document that is not in Irish or English, it must be accompanied by a full certified translation into one of these languages. Each translated document must contain:
 - Confirmation from the translator that it is an accurate translation of the original document
 - Date of the translation
 - The translator's full name and signature and
 - The translator's contact details

| Document description | Included (✓) | Number of pages |
|--|--------------|-----------------|
| Identity Documents | | |
| Full copy of current passport of the applicant | | |
| Full copy of previous passport(s) of applicant | | |
| Full copy of current passport of your sponsor | | |
| Full copy of previous passport(s) of your sponsor | | |
| Evidence of Relationship | | |
| Evidence of co-habitation of 2 years or more (e.g. official letters, utility bills, joint tenancy agreement, joint mortgage, joint ownership of property, proof of rent or mortgage paid etc.) | | |
| Evidence of financial inter-dependence (for example, transfer receipts, joint accounts, joint purchases, joint assets, or loans | | |



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| Bank Statements from the applicant (for at least 6 months prior to the application showing incomings and outgoings i.e. living expenses) | | |
| Bank Statements from the sponsor (for at least 6 months prior to the application showing incomings and outgoings i.e. living expenses) | | |
| Evidence of contact (for example letters, messages, emails, phone calls etc.) | | |
| Detailed relationship history supported by verifiable documentary evidence | | |
| Evidence of sponsor's employment | | |
| Copy of employment permit | | |
| Copy of employment contract | | |
| Evidence of qualifications | | |
| Evidence of work experience (for example, tax returns, letters from employers etc.) | | |
| Health Insurance | | |
| Evidence of private health insurance for the sponsor | | |
| Evidence of private health insurance for the applicant (and children if applicable) | | |
| Evidence of private health insurance for any children (if applicable) | | |
| Criminal History | | |
| Police Clearance certificates from any country the applicant has resided in over the past 5 years. The certificate must be no more than 6 months old at time of application. | | |
| Police Clearance certificates from any country the sponsor has resided in over the past 5 years. The certificate must be no more than 6 months old at time of application. | | |
| Additional Requirements for children | | |
| Children's Birth Certificate (s) | | |



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| Full copy of current passport(s) of children (If they will join you in the State) | | |
| Full copy of previous passport(s) of children (If they will join you in the State) | | |
| Evidence that the applicant and/or sponsor is the children's legal guardian | | |
| Evidence that the applicant and/or sponsor has sole custody and guardianship of the children | | |
| Evidence that the applicant and/or sponsor has the permission of any other guardian to have the children live with them in Ireland. | | |
| Other | | |
| Evidence of residence outside of Ireland at time of application is required | | |
| Evidence of legal residence outside country of origin (if applicable) | | |
| Confirmation of fee payment | | |
| Certified translations | | |