



**INDP**

**De Facto Partner of a  
Irish National**

**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 an Irish National

**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 7 A
- You must read, sign and sign the declaration, Section 7 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 Division  
Immigration Service Delivery  
6/7 Hanover Street East  
Dublin 2  
D02 W320**

**If you have any queries please contact:**

Preclearance@justice.ie









**Section 1 B                      Applicant's Immigration/ Criminal 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.)


**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


**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 days) | <input type="checkbox"/> Other             |  |

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






If 'Yes' please give details


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

Yes  No

If 'Yes' please give details


**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 permission to join a spouse or partner in Ireland before? (✓) (*Details of the permission must be provided on a separate sheet*)

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

**1.26 Document Number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**1.27 Date of Issue**

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

**1.28 Date of Expiry**

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

**1.29 Place of Issue**

--

**1.30 Is this your first passport? (✓)**

- Yes            No

If 'No', please list your previous passport numbers. (*Copies of all previous passports should be included with your application.*)




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

Yes  No

If 'Yes', please give details. *(For example nationality, validity details of passport, place of issue, and passport number)*









**2.12** When did your partner start living at this address

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

**2.13** 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 and dates of residence.


**2.14** Does/Did your partner have Immigration Permission to live in the above listed country? (✓)

Yes  No

*If you answered 'Yes' please provide copies of residence permits held with your application.*

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

Yes  No



If 'Yes' please provide Personal Public Service Number (*and Former Registration Number where applicable*)


**2.16** Has your partner any criminal convictions, or pending criminal charges in Ireland or **any** country? (✓)

Yes  No

If 'Yes' please give details


**2.17** Has your partner sponsored a Spouse or Partner permission before? (✓)

Yes  No

**Section 2 B      Passport Details for Irish National Partner**

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

**2.18** 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                 |  |



**2.19 Document number**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**2.20 Date of Issue**

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

**2.21 Date of Expiry**

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

**2.22 Place of Issue**


**2.23 Is this your Partner's first passport? (✓)**

Yes  No

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


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

Yes  No



If 'Yes', please give details. *(For example nationality, validity details of passport, place of issue, and passport number)*






### Section 3

### Other Family Members

**3.1** Do any members of your family live in Ireland? (✓) *(please provide details of your (the applicant) immediately family if they live in Ireland)*

Yes  No

If 'Yes' please provide details

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

If you have more immediate family members living in Ireland, please provide all of the details above on a separate sheet. *(Immediate family – parents, siblings, children)*

**3.2** Do you have children? (✓)

Yes  No

**3.3** Does your Irish partner have children? (✓)

Yes  No







Date of Expiry

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

Place of Issue

--

Is this your/ your partner's child's first passport? (✓)

Yes  No

If 'No', please list previous passport numbers. (*Copies of all previous passports should be included with your application.*)


Does your/ your partner's child hold passports issued by other countries? (✓)

Yes  No

If 'Yes', please give details. (*For example nationality, validity details of passport, place of issue, and passport number*)








Date of Expiry

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

Place of Issue

--

Is this your/ your partner's child's first passport? (✓)

Yes  No

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


Does your/ your partner's child hold passports issued by other countries? (✓)

Yes  No

If 'Yes', please give details. (*For example nationality, validity details of passport, place of issue, and passport number*)










Date of Expiry

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

Place of Issue

--

Is this your/ your partner's child's first passport? (✓)

Yes  No

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


Does your/ your partner's child hold passports issued by other countries? (✓)

Yes  No

If 'Yes', please give details. (*For example nationality, validity details of passport, place of issue, and passport number*)




Name of Legal Guardian(s) *(You must provide the name of the child's legal guardian(s) and documentary evidence must be included in the application. It must also show they have permission to travel with you/ your partner to Ireland)*


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 4

## Relationship History

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

### 4.1 Date and Place of meeting


### 4.2 Date of commencement of relationship

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

### 4.3 Date of commencement of co-habitation

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

**4.4 Relationship History** (*Write an outline of your relationship, when you met, where you met, when you moved in together, etc. Stick to verifiable facts as supporting documentation will be required. For example, evidence of contact, evidence that you were in the country in which you met etc.*)










Dates of last employment

DD / MM / YYYY

DD / MM / YYYY

Reason for leaving

Table with 20 columns and 3 rows for text input.

Contact telephone and email of last employer

Table with 20 columns and 3 rows for text input.

Number of years/ months employed

Y M

Please select any of the following (✓)

- Four checkboxes with labels: In receipt of State Benefits, Not in receipt of State Benefits, Availing of Employment Assistance Services, Other.





### 5.5 Residing with sufficient financial resources

#### Details of financial resources


## Section 5 B Applicant's Education

### 5.6 Do you have any third level qualifications? (✓)

Yes  No

If 'Yes', please provide the required details below. If more than 1, please provide all the information as outlined below, on a separate sheet.

#### Qualification

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### Awarding University

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### Address of University

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--















## Section 7

## Privacy Notice & Declaration

The applicant and sponsor must read the privacy notice & declaration, and print and sign both, section 7A and 7B

### Section 7A

### 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 3<sup>rd</sup> 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 and your sponsor 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](mailto: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 and your sponsor 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 and your sponsor 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](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](mailto:dataprotectioncompliance@justice.ie)





The applicant and sponsor must read the privacy notice & declaration, and print and sign both, section 7A and 7B

## Section 7B 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.





## Section 8 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

€100	This fee is non-refundable
------	----------------------------

### 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 9 Supporting documents

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

- Where 'copy' is stated, these should be clear colour copies of original documents.
- Full document requirements are available on the INIS website.
- The Preclearance Section reserve the right to request originals at any time or further documentation where it is deemed necessary
- 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
<b>Identity Documents</b>		
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		
<b>Evidence of Relationship</b>		
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		
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)		
Dated evidence of contact (for example letters, messages, emails, phone calls etc.)		
Detailed relationship history supported by verifiable documentary evidence		
<b>Evidence of sponsor's employment/education status (Refer to Section 6 of the application form)</b>		
Copy of employment contract		
Copy of 3 recent payslips, tax returns from previous 3 years.		
Letter from employer to state dates of employment		
If your partner has 3 <sup>rd</sup> level qualifications, copies of qualifications(for example degree, doctorate)		
If a current student, transcripts and letter from college to confirm year of study		
If unemployed, evidence of previous work experience (for example, tax returns, letters from employers etc.)		
If unemployed, evidence of State Benefits/ engagement with employment services or other.		
If residing with sufficient financial resources, documentary evidence of financial resources ( <i>for example amount, source etc.</i> )		
If you are self-employed, tax assessment from the Revenue Commissioner for the previous 3 financial years, and bank statements of the business for the last six months.		
<b>Health Insurance</b>		
Evidence of private health insurance for the applicant		



Evidence of private health insurance for any children (if applicable)		
<b>Criminal History</b>		
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.		
Evidence of criminal convictions/ pending criminal charges ( <i>where applicable</i> )		
<b>Additional Requirements for children</b>		
Copies of children's Birth Certificate (s)		
Full copy of current passport(s) of children ( <i>If they will join you in the State</i> )		
Full copy of previous passport(s) of children ( <i>If they will join you in the State</i> )		
Evidence that the applicant and/or sponsor is the children's legal guardian ( <i>If they will join you in the State</i> )		
Evidence that the applicant and/or sponsor has sole custody and guardianship of the children ( <i>If they will join you in the State</i> )		
Evidence that the applicant and/or sponsor has the permission of any other guardian to have the children live with them in Ireland. ( <i>If they will join you in the State</i> )		
<b>Other</b>		
Evidence of residence outside of Ireland at time of application is required		
Evidence of legal residence outside country of origin ( <i>if applicable</i> )		
Confirmation of fee payment		
Certified translations ( <i>must clearly accompany and be associated with all documents not in the English or Irish language</i> )		
Evidence of where you will reside in Ireland		