

Section 4 | Document Checklist

Please provide **photocopies** of the documents requested below. Identity documents and civil certificates should be photocopied in colour and photocopies should include all pages (including blank passport pages).

Evidence of identity

Passport or National Identity Card

Two passport-size photographs

Evidence of residing in the State for a continuous period of 5 years

For each residential address while **Renting**

Letter from landlord/agency, tenancy agreement or Private Residential Tenancies Board (PRTB) Letters of Registration

Utility bills for each year of residence

For each residential address as the **Home-owner**

Letter from mortgage provider, local authority or County Council

Title or deeds as applicable

Utility bills for each year of residence

Evidence of activity in the State for a continuous period of 5 years *(please tick as applicable)*

Please provide supporting documents for your economic activities as per **Section 3**.

For each period of **Employment**

Letter from employer setting out terms and conditions of employment or signed contract of employment

P60s for the last five years *(or as applicable)*

Employment Permit(s) *(if applicable)*

For each period of **Self-employment**

Agreed Tax Assessment from the Revenue Commissioner for each applicable financial year

VAT3 receipts *(if applicable)*

Bank statements of the business for a six-month period, and copies of corresponding invoices or receipts issued

For each period of **Study**

Letter from college/course provider including course description, start date and completion date

Letter from private medical insurance provider showing comprehensive sickness insurance

Bank statements and other evidence of financial resources

For each period of **Involuntary Unemployment**

Letter from Department of Social Protection with details of benefit claims

Letter from Employment Services Office (or FÁS) acknowledging registration as a jobseeker

Letter from prior employer outlining circumstances of redundancy

P60s for prior two years of employment

For each period while **Residing with sufficient resources**

Evidence of financial resources and corresponding bank statements

Letter from Department of Social Protection with details of benefit claims

Letter from private medical insurance provider showing comprehensive sickness insurance

Evidence of cessation of employment or self-employment *(if applicable)*

Documentary evidence of cessation of employment or self-employment, outlining the circumstances of cessation

Documentary evidence of receipt of a state pension (contributory or non-contributory), or an allowance, benefit or supplement with respect to a disability, injury or illness (as applicable)

Section 5 | Declaration

This declaration should be signed and dated by the applicant or by the parent or guardian of an applicant under the age of 18.

I hereby apply for a permanent residence certificate for myself. The information I have given is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of me. I confirm that if, before my application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the EU Treaty Rights Unit of the Department of Justice and Equality in writing immediately. I understand that any false or misleading information or fraudulent supporting documentation submitted will result in the refusal of this application.

I understand that, under Section 8 of the Immigration Act 2003 and Regulation 26 of the European Communities (Free Movement of Persons) Regulations 2015, the data in this application may be disclosed to other Irish Government Departments as well as to public authorities of the Member States of the European Union and European Economic Area (EEA) for purposes connected to this application. I acknowledge that the EU Treaty Rights Section may make enquiries to confirm any of the details or documents provided by me in this application, including my participation in an interview process.

I am aware that a person who asserts an entitlement to any rights on the basis of information which he or she knows to be false or misleading in a material particular shall be guilty of an offence and shall be liable, on summary conviction or conviction on indictment, to a fine or term of imprisonment, or both, as set out in Regulation 30 of the European Communities (Free Movement of Persons) Regulations 2015.

Signed by applicant

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

Submission of incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. All documents submitted with this application form should be photocopies.

Please return completed forms and documents to:

**EU Treaty Rights Unit
Residence Division
Irish Naturalisation and Immigration Service
13/14 Burgh Quay
Dublin 2**

Privacy Notice

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

2. You can contact the Data Protection Officer for the Department of Justice by writing to: The Data Protection Officer, the Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – dataprotectioncompliance@justice.ie

3. We will use the personal data you provide in this form for the following purposes
 - Assessing your entitlement to reside in the State as the family member of the EEA National named in your application.
 - We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.

4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:
 - Directive 2004/38/EC
 - Regulation 26 of the EC (Free Movement of Persons) Regulations 2015, and
 - Section 8 of the Immigration Act, 2003

5. The personal data provided here will be stored securely in INIS's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:
 - Government Departments and Agencies,
 - An Garda Síochána,
 - EEA Competent authorities,
 - EEA police forces.
 - Individuals with your consent, for example, employer, landlord.
 - Service providers of the Department of Justice and Equality, for example data handling and storage providers, producer of Residence Card/Irish Residence Permit

6. The personal data you provide in this form is necessary for us to determine if you meet the criteria for a residence card as the family member of the EEA National named by you. If this data is not provided, your application cannot be processed.

7. This data may be retained until INIS can be sure that you will have no further contact with the immigration services. This may be an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

8. Both you and the EEA National have the right to request access to, and a copy of any personal data pertaining to you or them that we process. You can do this by filling in a Subject Access Request form, available at www.justice.ie, and sending it to dataprotectioncompliance@justice.ie. You may be required to verify your identity before we send the information to you.

9. You or the EEA National have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you or the EEA National should write to EU Treaty Rights, Residence Division, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.

10. You or the EEA National have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on www.dataprotection.ie.

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name _____

Signature (Applicant) _____ Date _____

Name of Parent/Guardian of applicant aged under 18 years _____

Signature of Parent/Guardian _____ Date _____

Signature (EEA Citizen) _____ Date _____