



## Application for labour market access permission

### Who is this form for?

You should use this application form if:

- You wish to apply for Labour Market Access Permission

### How to complete this form:

- Please complete this form in English in BLOCK CAPITAL letters and place a tick in the relevant boxes
- You must complete all sections of this form fully
- You must include photocopies of supporting documents requested
- Your Personal ID number must be entered on this application form
- Incomplete or unsigned applications cannot be processed

### Where to send your completed application form:

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

**Labour Market Access Unit (LMAU)**  
**PO Box 12931,**  
**Freepost FDN5264,**  
**Dublin 2**

- If submitting your form by email, you must print a copy of the completed form, sign it, scan it, and email to:

[lmauapplications@justice.ie](mailto:lmauapplications@justice.ie)

- Please note that any permission will be posted to the most up to date address you have provided to the International Protection Office

## Data 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: Labour Market Access Unit (LMAU), PO Box 12931, Freepost FDN5264, Dublin 2.
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](mailto:dataprotectioncompliance@justice.ie)
3. We will use the personal data you provide in this form for the following purposes:
  1. Assessing your application for permission to access the labour market
  2. Verifying your identity
  3. Verifying details of your employment with your employer
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:
  1. The European Communities (Reception Conditions) Regulations 2018
5. The personal data provided here will be stored securely in INIS's databases. It may be shared, if necessary, with the following people:
  1. Other government departments and agencies
  2. An Garda Síochána
  3. Any state agencies which provide labour market services
6. This data may be retained until INIS can be sure that you will have no further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime.
7. The personal data you provide in this form is necessary for us to determine if you meet the criteria for this permission. If you do not provide this data, your application for this permission cannot be processed.
8. You have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at [www.justice.ie](http://www.justice.ie), and sending it to [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie). You may be required to verify your identity

before we send this information to you.

**9.** You 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 should write to Labour Market Access Unit (LMAU), PO Box 12931, Freepost FDN5264, Dublin 2 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.

**10.** You 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](http://www.dataprotection.ie).

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

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian of applicant aged under 18 years \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



### Section 3

### Compliance with Application Conditions

You must answer all questions within this section AND meet the following criteria. (✓)

#### 3.1 Declaration that the conditions of application have been met

	Yes	No
My application for International Protection is 8 months old or more (the permission will not become valid until 9 months)		
I am still waiting on a first instance recommendation on my International Protection application		
I have cooperated fully with the International Protection process.		
I have made reasonable efforts to establish my identity. (Please attach/enclose any copies of additional identity documents).		
I will register with the Revenue Commissioners when I start a job or any self-employment activity (see <a href="http://www.revenue.ie">www.revenue.ie</a> for more information)		
I have attached a copy of my valid (in date) TRC		

Please do not send your original TRC or any original documents with this application.

### Section 4

### For office use only

Please do not complete this section	Yes	No
Completed		
Permission sent		
Permission Number		

Date of Decision:

D	D	/	M	M	/	Y	Y	Y	Y
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