



## Irish Refugee Protection Programme (IRPP) Humanitarian Admission Programme 2 (IHAP) Proposal Form

Date of Publication: December 2018

### 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 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: IHAP, PO Box 12953, Dublin 2. Department

2. You can contact the Data Protection Officer for the Department of Justice and Equality 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 eligibility for this scheme
- 2) Verifying your identity and the identity of your proposed beneficiaries

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) To allow the Minister to process proposals under the Irish Refugee Protection Programme (IRPP) Humanitarian Admission Programme 2 (IHAP) which is a scheme established to further the public interest of ensuring the effective and efficient operation of the immigration services of Ireland

5. The personal data provided here will be stored securely in INIS's databases. It may be shared, if necessary, with the following third parties:

- 1) An Garda Síochána, the Department of Employment Affairs and Social Protection, the Department of Foreign Affairs and Trade, the Health Service Executive, Local Authorities,

and other relevant Government Departments and their agencies and services for the purpose of processing this proposal form and for verifying the information you have given.

- 2) United Nations High Commissioner for Refugees (UNHCR), International Organization for Migration (IOM) and the Red Cross.

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 scheme. If you do not provide this data, your proposal for this scheme 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 the 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 IHAP, PO Box 12953, 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 the 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).

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Who is this form for?**

You should use this proposal form if:

- You wish to submit a proposal under the IHAP

### **How to complete this form:**

- Before completing this form please consult the Irish Refugee Protection Programme Humanitarian Admission Programme 2 (IHAP) section of the INIS website at [www.inis.gov.ie](http://www.inis.gov.ie).
- Please complete this form in CAPITAL letters and place a tick (✓) in the relevant boxes
- You must complete all sections of the form fully.
- You must submit certified colour copies of supporting documents for each individual beneficiary
- Please note that incomplete proposal forms or forms without the required supporting documentation will not be processed.

### **Where to send your completed proposal form:**

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

IHAP  
PO Box 12953  
Dublin 2

- We recommend you send your proposal by Registered Post
- Registered Post can be tracked on the An Post website [www.anpost.ie](http://www.anpost.ie)
- You can also submit your proposal form by email to [IHAP@justice.ie](mailto:IHAP@justice.ie)

**Please note it is very important that you complete the form fully and sign it in the presence of the witness (who must be a commissioner for oaths, notary public or peace commissioner).**

**Incomplete forms or forms submitted without the required supporting documentation or outside of the designated periods will not be processed.**

**(Please see checklist in Section 6).**

## Section 1

## Eligibility Criteria

To nominate eligible family members, **the proposer** must have a declaration of Convention refugee status or subsidiary protection status in Ireland, or be a person who has been granted programme refugee status, or be an Irish Citizen. The proposer must be a person of good character.

In addition, **the proposed beneficiaries** nominated by the proposer must be nationals of one of the top ten major source countries of refugees as listed in the current UNHCR Annual Global Trends Report and come under one of the eligible categories of family members as set out under Section 2 of this form.

**1.1** Please place a ✓ in the box which best describes your current status in Ireland

- Convention Refugee Status     Programme Refugee Status  
 Subsidiary protection Status     Irish Citizen

**1.2** Date you were granted refugee/subsidiary protection status

D	D	/	M	M	/	Y	Y	Y	Y
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**1.3** Personal ID or '69/' number from your application for asylum/international protection

Personal ID

						-		
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Or

6	9	/					/	Y	Y
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### Required Documentation (Section 1)

- Certified colour copy of Irish Residence Permit (front and back)
- If you are an Irish Citizen you must provide a certified colour copy of all pages of your Irish passport or Certificate of Naturalisation
- If you have been granted convention refugee status, programme refugee status or subsidiary protection status, you must provide a certified colour copy of the letter that was issued to you granting you that status in Ireland.

## Section 1A

## Proposed beneficiaries

The proposed beneficiaries **must be nationals of one of the top ten major source countries of refugees** as listed in the current UNHCR Annual Global Trends Report and be residing in **one** or more of the following:

- a) Country of nationality
- b) A neighbouring country and/or
- c) Be registered with the UNHCR

The eligible countries of nationality for proposed beneficiaries are listed in the next section of the form. This list is subject to change based on the latest available UNHCR Annual Global Trends Report.

### 1.4 What is the nationality of your proposed beneficiaries (✓)

Please place a ✓ in the box beside the country of nationality of your proposed beneficiaries

- |   |                                      |   |                                  |
|---|--------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Syrian Arab Republic     | <input type="checkbox"/> Afghanistan | <input type="checkbox"/> South Sudan                  |                                  |
| <input type="checkbox"/> Somalia                  | <input type="checkbox"/> Sudan       | <input type="checkbox"/> Democratic Republic of Congo |                                  |
| <input type="checkbox"/> Central African Republic | <input type="checkbox"/> Myanmar     | <input type="checkbox"/> Eritrea                      | <input type="checkbox"/> Burundi |

Please note: Proposed beneficiaries must be one of the above nationalities to be eligible for consideration under this programme

## Section 2

## Eligible categories of beneficiaries

Please place a ✓ in the box beside the category that is relevant to any beneficiary included in this form.

- The Proposer's Adult Child** (who must be unmarried and without dependants)
- The Proposer's Minor Child** (where not eligible for reunification with a sponsor under the terms of the International Protection Act 2015. The Minor Child must be unmarried and without dependants)
- The Proposer's Parent** (where not eligible for reunification with the sponsor under the terms of the International Protection Act 2015)
- The Proposer's Grandparent**
- A Related Minor Child without parents for whom the Proposer has parental responsibility\*** (the related minor child must be unmarried and without dependants) e.g. Orphaned Niece/Nephew/Grandchild, Sibling) [*Important*: Evidence of Legal Guardianship will be

required. If this is not possible, you must give a detailed and compelling explanation for the inability to provide this evidence].

\*In certain circumstances, where a proposer does not have sole parental responsibility, the consent of the person that shares responsibility will be required.

**A Vulnerable Close Family Member who does not have a spouse/partner or other close relative to support them**

**The Proposer's Spouse or Civil partner as recognised under Irish law** (where not eligible for reunification with a sponsor under the terms of the International Protection Act 2015) **or the Proposer's De Facto Spouse\*\***

\*\* may be granted to both opposite and same sex partners who have been together in a relationship similar to marriage or civil partnership, and have a mutual commitment to a shared life together to the exclusion of all others. The proposer must be in a position to provide sufficient evidence of a durable relationship.

Please note: only the categories of family members as described above may be eligible for consideration under this programme

### **Additional Information**

Please Note: Priority may be given to proposed beneficiaries who can demonstrate a particularly compelling humanitarian need to reunite with the proposer in Ireland.

Using the **additional information** box on the next page, please provide the following additional information for all proposed beneficiaries:

- Give a description of the nature of the relationship between you (the proposer) and the proposed beneficiary.
- Write down any factors which make their current situation vulnerable.
- Explain why they need to live with you in Ireland.
- Provide any other information that demonstrates a particularly compelling humanitarian need to reunite with you (the proposer) in Ireland.

#### **Required Documentation (Section 2)**

- Certified colour copy and certified translation of passport (all pages) or National Identity Card for each of the proposed beneficiaries
- Certified colour copy and certified translation of original marriage/birth certificates or other official documents as evidence of each proposed beneficiary's family relationship to you
- If the proposed beneficiary is 'a related minor child' evidence of legal guardianship
- 2 recent (less than 6 months old) colour passport-sized photographs of each proposed beneficiary

In the box below, please provide **additional information** about your proposed beneficiaries. Please write the name of each beneficiary above the information you've provided to make it clear that the information relates to them.

The information about the proposed beneficiaries should include the following: their relationship to you (the proposer); factors which make their situation vulnerable; why they need to come to Ireland; and any other information that demonstrates a particularly compelling humanitarian need to reunite with you (the proposer) in Ireland.

If you require additional space, please make additional copies of this page as required.

Please note that the numbers to be admitted under this programme are limited. If the number of proposals exceeds the limits of the programme, we may limit approvals to those proposals that have established the most compelling humanitarian need to reunite with the proposer in Ireland







3. Have you ever been charged/indicted inside in Ireland or any other country with a criminal offence (including any road traffic offences carrying a maximum potential sentence of 12 months imprisonment) for which you have not yet been tried in Court?

Yes       No

4. Do you have any convictions in Ireland or any other country (including any road traffic offences carrying a maximum potential sentence of 12 months imprisonment) or any civil judgments made against you?

Yes       No

5. Are you the subject of an investigation in Ireland by An Garda Síochána (Irish Police)?

Yes       No

6. Have you ever:

a) Been involved in, suspected of involvement in, charged with, prosecuted or convicted of War Crimes, Crimes against Humanity, Genocide or Torture?

Yes       No

b) Been associated with or given financial support to a Terrorist organisation?

Yes       No

c) Expressed views justifying or glorifying violence or that might encourage others to terrorist or other serious criminal acts?

Yes       No

7. Have you engaged in any other activities that might indicate that you may not be considered a person of good character?

Yes       No

If you answered yes to any of the questions 1 – 7 please provide full details in the additional details section at Appendix A (details should include the nature of the offence or civil judgment, date of conviction or judgment, where the conviction or judgment took place and the outcome of the conviction or judgment).

Please note that reports are obtained from An Garda Síochána and other agencies as required including the Department of Employment Affairs and Social Protection and the Department of Foreign Affairs and Trade. All information provided by you is subject to verification.

To be eligible for this programme, proposers must be persons of good character.







**3.22 Details of current accommodation (✓)**

- Owned       Rented       Mortgaged
- Weekly Rent allowance (€\_\_\_\_\_)
- HAP (€\_\_\_\_\_)
- Local Authority Accommodation
- Emergency Reception and Orientation Centre
- Reception and Integration Agency Accommodation
- Accommodation provided by Irish Red Cross

**3.23 Number of living rooms**

**3.24 Number of bedrooms**

**3.25 Number of bathrooms**

**3.26 Do you have enough space in your home to accommodate the beneficiaries listed in section 4 of this form? (✓)**

- Yes       No

**3.27 If renting accommodation, has your landlord (or local authority) agreed that you can accommodate the beneficiaries listed in section 4 in your home? (✓)**

- Yes       No

If you answered 'Yes' to question **3.27**, please provide the following information:

- a) Name of your landlord: \_\_\_\_\_
- b) Contact Phone Number of your landlord: \_\_\_\_\_
- c) If your tenancy is registered with the Residential Tenancies Board, please provide the Residential Tenancies Board No: \_\_\_\_\_

**3.28** If you do not have enough space in your home, please explain how you are proposing to accommodate the beneficiaries you have listed in Section 4, in the box below.

**3.29** If someone in Ireland is offering you accommodation to be used by the beneficiaries, please provide the information requested in the box below:

The name of the person that is providing the property for the beneficiaries (the property owner): \_\_\_\_\_

The contact phone number of property owner: \_\_\_\_\_

The address of the property, including Eircode:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What is your relationship to the property owner?

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### **Required Documentation (Section 3E)**

If you are renting you must provide the following documents:

- A letter from your landlord or local authority confirming the total number of persons that may live in your home and giving permission for the beneficiaries listed in Section 4 to live with you there

AND

- A Copy of the tenancy agreement

If you own your home in Ireland you must provide the following evidence of ownership:

- If your home in Ireland is Mortgaged, you must provide official documents (e.g. from your Bank or Financial Institution) as evidence that you have purchased your home.

OR

- If you have full ownership of your home in Ireland, official documents relating to that purchase must be provided as evidence of home ownership.

If someone in Ireland is offering you accommodation to be used by the beneficiaries you must provide:

- A letter written by the property owner that confirms the owner will provide the property to the beneficiaries for a minimum of 12 months. The letter should describe the terms and conditions that will apply to the lease of the property to the beneficiaries.

The information requested in Section 3E above, is to enable verification of the accommodation details you've provided. If you do not provide these details, it may have implications for the decision on your proposal.











#### 4.32 Relationship to proposer in Ireland

#### 4.33 Category of proposed beneficiary (✓)

- Adult child                       Minor child                       Parent                       Grandparent
- Related minor child without parents whom proposer has parental responsibility
- Vulnerable close family member
- Spouse/Civil partner or De facto Spouse

#### 4.34 Signature of the proposer and date

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D	D	/	M	M	/	Y	Y	Y	Y
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**Please note the date of signature should be prior to the date of signature on the statutory declaration in Section 5.**

## Section 5

## Statutory Declaration

1. I \_\_\_\_\_ do solemnly and sincerely declare that the following particulars stated in this statutory declaration are true.
2. All information I have provided in the proposal form is correct at the date of signing. To my knowledge, where information has been provided to me by the proposed beneficiaries, this information is correct as of the date of signing.
3. I have communicated the terms of the programme to the proposed beneficiaries and they have confirmed to me that they agree to the terms of the programme. I too agree to the terms of the programme.
4. I, and the proposed beneficiaries are aware that we may be required to provide a DNA sample for the purpose of proving a familial relationship to the beneficiary(ies). The proposed beneficiaries have undertaken to me that they will provide this if required. I too agree to provide this if required.
5. I confirm, to the best of my knowledge that all of my proposed beneficiaries referred to in the proposal form including the proposed beneficiaries and those listed as living at my current address have never been involved in War crimes, Crimes against Humanity, or committed any crimes, participated or supported Terrorist related activities.
6. I know of no reason why their presence in Ireland constitutes a danger to the community or to the security of the State or another EU country.
7. I understand it is an offence to make a statutory declaration which to my knowledge is false or misleading in any material respect.
8. I understand that any permission given on the basis of false information may be revoked by the Minister.

Signed: \_\_\_\_\_ (Proposer)

Declared before me \_\_\_\_\_ a [Notary Public] [Commissioner for Oaths]  
[Peace Commissioner] [person authorised by \_\_\_\_\_ to take  
and receive statutory declarations] by \_\_\_\_\_ (Proposer)

Who is personally known to me

or

Who was identified to me by \_\_\_\_\_ who is personally known to me

or

Whose identity has been established to me before the taking of this Declaration by the production to me of one of the following:

Irish Passport number \_\_\_\_\_ issued on \_\_\_\_\_ by the Department of Foreign Affairs and Trade.

or

Irish Certificate of Naturalisation number \_\_\_\_\_ issued on \_\_\_\_\_ by the Department of Justice and Equality

or

National ID card number \_\_\_\_\_ issued on \_\_\_\_\_ by the authorities of \_\_\_\_\_ which is an EU member state, the Swiss Confederation or a Contracting Part to the EEA Agreement

or

Aliens Passport number (document equivalent to a passport) \_\_\_\_\_ issued on \_\_\_\_\_ by the authorities of \_\_\_\_\_ which is an authority recognised by the Irish Government

or

Refugee Travel Document number \_\_\_\_\_ issued on \_\_\_\_\_ by the Minister for Justice and Equality

Or

Travel document (other than Refugee Travel Document) number \_\_\_\_\_ issued on \_\_\_\_\_ by the Minister for Justice and Equality

At \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

- Have you completed the form in full and completed the Statutory Declaration in the presence of a Notary Public, Commissioner for Oaths or Peace Commissioner?
- Have you enclosed:
  - (a) Signed data protection statement
  - (b) Certified colour copy of all pages of your Irish passport or Certificate of Naturalisation
  - (c) If you (the proposer) are a convention refugee, programme refugee, or have been granted subsidiary protection in Ireland, a certified colour copy of your letter granting you that status is required.
  - (d) Certified colour copy of Irish Residence Permit (front and back)
  - (e) Certified colour copy and certified translation of a passport (all pages), or National Identity Card for each of the proposed beneficiaries
  - (f) Certified colour copy and certified translation of original marriage/birth certificates or other official documents as evidence of each proposed beneficiary's family relationship to you.
  - (g) Evidence of legal guardianship, if the proposed beneficiary is 'a related minor child.'
  - (h) If your home in Ireland is Mortgaged, you must provide official documents (e.g. from your Bank or Financial Institution) as evidence that you have purchased your home.
  - (i) If you have full ownership of your home in Ireland (*i.e.* you have paid in full for your property and do not have to make payments for your home to a bank or financial institution), official documents relating to that purchase should be provided as evidence.
  - (j) If relevant to your proposal, a letter from your landlord/local authority confirming the total number of persons that may live in your home
  - (k) If relevant to your proposal, a copy of your tenancy agreement
  - (l) If you have arranged separate accommodation for the beneficiaries, a letter from the property owner confirming they will provide the property to the beneficiaries for a minimum of 12 months.
  - (m) 2 recent (less than 6 months old) colour passport-sized photographs of each proposed beneficiary

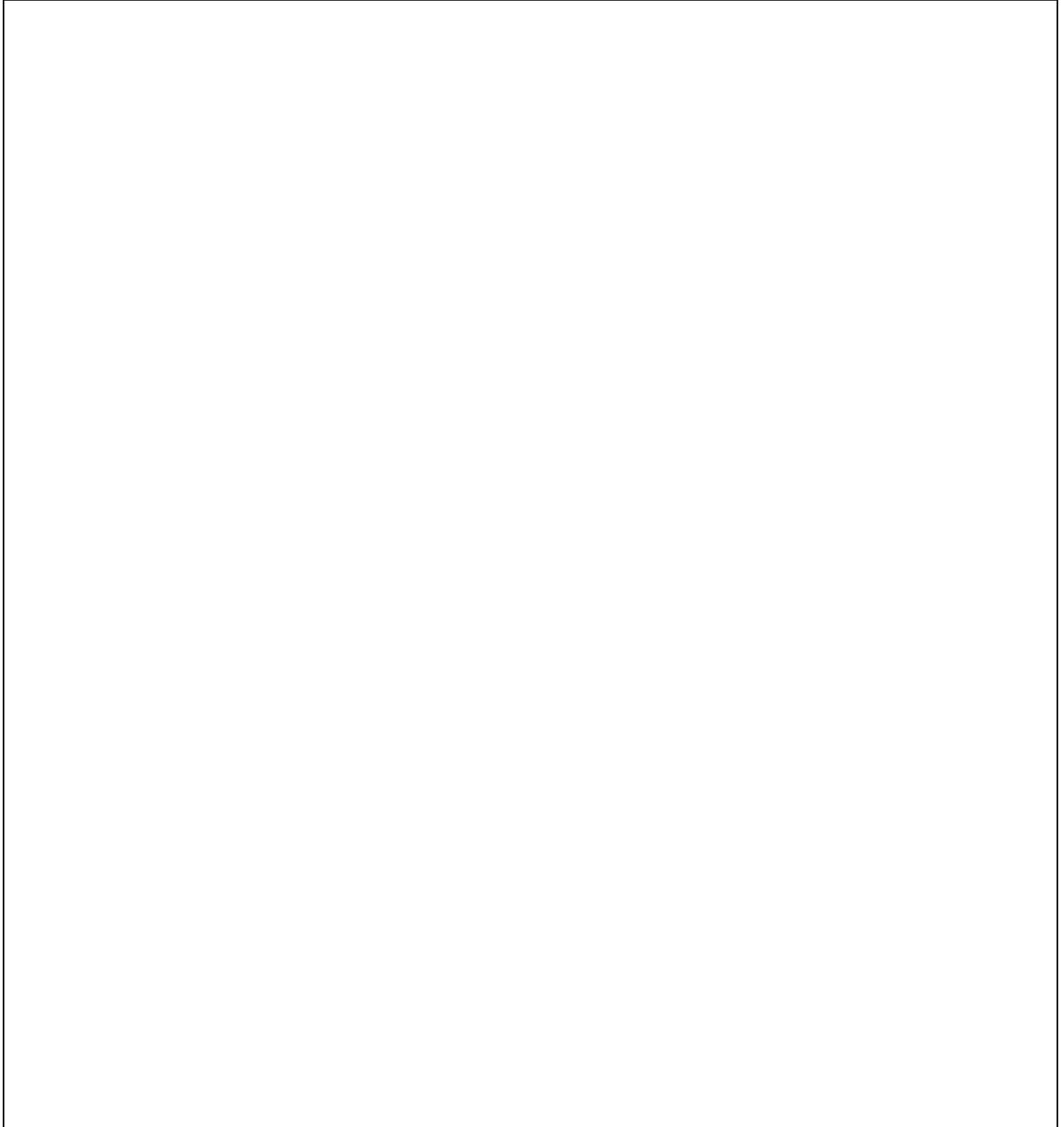
**Note:** The name of the proposed beneficiary should be **printed clearly** (not signed) in block capitals on the back of the photographs. The photographs must be less than 6 months old. The standard requirements for photographs are available on the INIS website at: <http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos>

This checklist is not exhaustive. It is the responsibility of the proposer to ensure that they provide all of the supporting documentation required to support their proposal.

**Please note that if this nomination is successful, your proposed beneficiaries may be asked to provide evidence that they have been vaccinated/inoculated against any relevant communicable diseases.**

Please use this page to list any additional details relevant to this nomination.

Please submit additional pages if required.

A large, empty rectangular box with a thin black border, intended for the user to provide additional details relevant to the nomination. The box is currently blank.