



Application for Re-Entry Visa

For Official Use Only

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Fee _____ Receipt No: _____

Category _____

Valid to _____

Single Multi

Documents Checked by _____

Date _____

Please complete this form in BLOCK LETTERS. Please see overleaf for information on documentation to accompany this application form.

Surname/Family Name (as in passport)

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Forenames (as in passport)

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Date of Birth:

D	D	M	M	Y	Y	Y	Y
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 Gender: Male Female

Country of Nationality

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Personal Status: Single Married Widowed Divorced Separated Unmarried Partner Civil Partnership

Type of Visa Required: Single Journey Multiple Journey

Passport/Travel Document Number:

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Date of issue:

D	D	M	M	Y	Y	Y	Y
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 Date of expiry:

D	D	M	M	Y	Y	Y	Y
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Issuing Authority:

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Your address in Ireland:

Daytime telephone number

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GNIB/IRP Number

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(as on your Certificate of Registration Card issued by the Department of Justice & Equality)

I declare that all of the information I have given in this form is true and correct.
I agree that the data in my application may be disclosed to other Irish Government Departments as well as to public authorities of the member states of the European Union/EEA.

Signed: _____ Date: _____

CHECKLIST

REQUIRED DOCUMENTS FOR A RE-ENTRY VISA

(If the correct documents are not submitted, your application will be returned to you unprocessed)

The application form must be completed, and **ORIGINALS** of the following provided:

- Valid passport or travel document.
- Relevant fee - Postal Order/Bank Draft only.
- GNIB/IRP Registration Card If aged 16 or older.
- 2 passport photographs - see Table below.
- Additional documents depending on the applicant - see Table.

CHILDREN UNDER 5 (not attending primary school)	CHILDREN AGED 5 TO 16 (attending primary school and above as dependants)	STUDENTS (attending college / school)	ADULTS
Original GNIB/IRP Registration Card of one parent. Original Birth Certificate with translation by certified translation company.	Original GNIB/IRP Registration Card of one parent. Original Birth Certificate with translation by certified translation company.	GNIB/IRP Registration Card with: Stamp 2 A letter from college (no more than one week old) stating the title and duration of your course, and confirming a minimum attendance of 80%. A re-entry visa will not be granted if attendance is less than 80%	GNIB/IRP Registration Card with: Stamp 1 Original Work Permit or Hosting Agreement if applicable. Stamp 1A Original letter from Association you are training with along with a letter from your Employer and/or College.
A letter no more than one week old from a Doctor/GP that the child is registered and attending their practise. Pre-school/Creche/Montessori letters are NOT accepted.	A stamped letter no more than one week old from the child's school confirming attendance. Letter of acceptance/ confirmation of a place in the Secondary School if the child is moving from primary to Secondary School. During Summer Holidays - a letter from the School prior to closure stating the child is returning to the school for the new term together with the end of year report card.	If leaving the State during the school/ college term, the letter should also include the date of departure and the date you will resume your studies. Stamp 2A A letter confirming attendance from the School is required if attending second level education, or the applicant is a parent/guardian or spouse of a student.	Stamp 1G/Stamp 5 & Stamp 6 No further documents required. Stamp 3 No further documents required if in Ireland as a dependant. A letter is required from the relevant organisation if residing in Ireland on volunteer/missionary permission. Stamp 4 No further documents required if the holder of a valid stamp 4. Spouse of an Irish National must provide the original <i>Civil/State</i> Marriage Certificate with official translation and the original Irish passport of their spouse Spouse of an EU National must provide the original Marriage Certificate, copy of spouse bio data page of their EU passport and letter from the Department of Justice and Equality granting same. Any relevant permission letter from the Department of Justice and Equality.
Two Irish Passport standard photographs, one of which must be officially stamped by the Doctor/GP on the back.	Two Irish Passport standard photographs, one of which must be officially stamped by the School on the back.	Two Irish Passport standard photographs.	Two Irish Passport standard photographs.

PLEASE NOTE THAT A VISA OFFICER MAY ASK FOR FURTHER DOCUMENTS WHERE NECESSARY

PHOTOGRAPHS

- Standard colour passport photographs with a **BRIGHT WHITE** background.
- **NO MORE** than 6 months old printed on photographic paper, sharp and clear with face covering 70-80% of the photograph.
- Head coverings, headwear or hair bands are **NOT** permitted unless for religious or medical reasons.
- Sunglasses are not permitted. Prescription glasses may be worn as long as they are clear glass and the eyes are visible. Please ensure there are no reflections from the lenses.
- Adopt a neutral expression with both eyes open and looking directly into the camera.

RE-ENTRY VISA FEES

You may apply for two types of re-entry visa. There is also an additional administration fee for emergency applications. The fees are:

VISA TYPE	FEE
SINGLE	€60 (Valid for 90 days from date of issue)
MULTIPLE	€100 (Valid till the expiry date of the GNIB/IRP Registration Card)
EMERGENCY APPLICATION	€160 (Single fee plus €100 administration fee. Valid for 90 days from date of issue) €200 (Multiple fee plus €100 administration fee. Valid till expiry of GNIB/IRP Registration Card)

- Payment is by Postal Order or Bank Draft **ONLY** made payable to the **Department of Justice and Equality**.
- No excess payments over the specified fees can be accepted.
- Certain categories of applicant are exempt from Re-entry visa fees. Please see www.inis.gov.ie for details.

*Postal Applications should be sent **BY REGISTERED POST ONLY** to: The Re-Entry Visa Processing Office, Irish Naturalisation and Immigration Service (INIS), Department of Justice & Equality, 13-14 Burgh Quay, Dublin 2*

PLEASE CHECK WWW.INIS.GOV.IE FOR THE LATEST INFORMATION ON PROCESSING TIMES AND OTHER RELEVANT INFORMATION

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:

**Re-entry Visa Unit,
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:
 1. To assess you and/or your families eligibility for a Re-entry Visa. 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:
 1. To fulfil the function of the Minister for Justice and Equality, Section 17 of the Immigration Act, 2004.
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:
 - 1.1. Government Departments and Agencies;
 - 1.2. An Garda Síochána;
 - 1.3. EEA competent authorities;
 - 1.4. EEA police forces;
 - 1.5. 3rd parties who have provided documentary evidence by or on behalf of the application, e.g. employers and landlords (with the consent of the data subject);
 - 1.6. 3rd party service providers in the areas of data handling and storage and in the production of IRP cards.
6. 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 application for this scheme cannot be processed.
7. This data may be retained until INIS can be sure that you will not have any further contact with the immigration services. This is 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. 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, and sending it to subjectaccessrequests@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 Re-entry Visa Unit, 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 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 provided above by the Department of Justice and Equality for the purposes of ensuring fair and transparent processing of my personal data.

Name:

Signature:

Date:

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M	M
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Y	Y
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OR

Name of Parent/Guardian:
(for data subject aged under 18)

Signature of Parent/Guardian:

Date

D	D
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M	M
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Y	Y
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