



DEPARTMENT OF
JUSTICE AND EQUALITY

Travel Document Application Form



Irish Naturalisation &
Immigration Services

Travel Document Unit
July 2016

Important Information

Please ensure that you read this information before completing your application form. The information outlined below will assist you in completing your form correctly and minimise the possibility of your form being returned due to omissions or errors.

Further information on Travel Documents if required can be found on our website www.inis.gov.ie (under Immigration – Travel Documents).

Application Form

Please indicate the type of Travel Document you are applying for in Section 1. It is important that all other sections relevant to you are fully completed. If your application form is incomplete, or you do not submit all of the required documentation your application cannot be processed and will be returned.

Fee Payable

The administration fee payable for a Travel Document is outlined on our website. Payment can be made by Postal Order or Bank Draft.

Photographs

You must submit 4 passport sized photos with your application, 2 of which must be signed by a member of An Garda Síochána. Full requirements are set out on our website and are the same as those used for an Irish Passport. It will not be possible to produce a Travel Document where the photos do not meet the required standard and your application will be returned.

Signature

You must sign the Declaration in Section 7 in the presence of a member of An Garda Síochána. You must also sign the Declaration in Section 9 and sign in the box provided. The box will be used to create a digital image of your signature which will be shown on your document. **It is extremely important that no part of your signature should be outside this box.** If you do not comply with this requirement we will be unable to produce your Travel Document.

Lost/Stolen Travel Documents

If you are applying for a Travel Document to replace one that has been lost or stolen you **MUST** complete Section 5 of this form. Additional documents are also required in these circumstances and outlined within the section. You will be required to sign an undertaking in the presence of a member of An Garda Síochána, to return the missing document if found. **Note: Applications for replacement documents will take a minimum of 12 weeks to process. No exceptions can be made to this requirement.**

Travel Documents for Minors (Children Under 18)

Parental Consent is required for all applicants under the age of 18 years. Section 6 of this form **MUST** be completed by both parents or legal guardians. Where one parent claims to be sole legal guardian of the minor, an affidavit will need to be sworn and submitted with the application. This form can be found on our website. Evidence that the child is resident in the State will also be required.

Green Sections must be fully completed by the applicant, their parent or legal guardian

Red Sections must be fully completed by **OR** in the presence of a member of An Garda Síochána. The Garda Symbol will also be present on these sections.



Section 1 A – Type of Document

Please tick the appropriate box to indicate the type of Travel Document you wish to apply for

- ☐ Geneva Convention of 28 July 1951 (Refugee)
- ☐ Family Member of Refugee (Geneva Convention 28 July 1951)
- ☐ New York Convention of 28 September 1954 (Stateless Person)
- ☐ Subsidiary Protection under the European Union (Subsidiary Protection) Regulations 2013
- ☐ Section 24 Refugee Act 1996 as amended – Programme Refugee
- ☐ Temporary Travel Document – **If you have selected this option you must complete Section 1B below.** This document may be issued in exceptional circumstances only, to a person who is currently resident in Ireland, and does not hold a national passport. The Irish Naturalisation and Immigration Service (INIS) is not obligated to issue travel documents in such instances.

Section 1 B – If applying for a Temporary Travel Document

Have you sought the assistance of your nearest consular service to obtain a National Passport? ☐ YES ☐ NO

Evidence of your contact with your local embassy or consular service stating that they are unable or unwilling to assist you must be submitted with your application. They should also indicate how they propose that you obtain a National Passport.

Please provide details below as to why you are applying for a Temporary Travel Document:

Section 2: Applicant Details

This section is the personal information required in order to process your application. Leaving any area blank may result in the returning of your application and or delays to processing.

Section 2 A – Personal Information

Surname (Family Name):

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Forename(s):

1.

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

2.

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Current Residential Address (in Ireland):

Telephone Number:

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

Gender:

☐

Male

☐

Female

Date of Birth

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

City of Birth

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

Country of Birth

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Section 2 B – Reference Numbers

Person ID No:

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

Justice Reference No.

69/

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

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GNIB Number:

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

GNIB Card Expiry Date:

		-			-		
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PPS No. (Public Services Number):

						-		
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Section 2 C - Convictions

Have you been convicted of any criminal offences
in the State or abroad?

☐

YES

☐

NO

If "Yes" please provide details of convictions (country, offence, year etc):

Are there any charges pending against you in the
State or abroad?

☐

YES

☐

NO

If "Yes" please provide details of convictions (country, offence etc):

Section 3 – Identity Document Details

Please complete all sections relevant to you

Section 3 A – Passport

Do you hold a Passport:

☐

YES

☐

NO

Passport Number:

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Date of issue:

		-			-		
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Date of expiry:

		-			-		
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Place of Issue:

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Nationality:

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Section 3 B – Travel Document

Do you hold a Travel Document: ☐ YES ☐ NO

Travel Document Number:

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Date of issue:

		-			-		
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Date of expiry:

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

Place of Issue:

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Nationality:

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Section 3 C – National ID Card

Do you hold a National ID Card: ☐ YES ☐ NO

National ID Card Number:

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Date of issue:

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

Date of expiry:

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

Place of Issue:

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Nationality:

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Section 3 D

If you do not hold any of the above documents please indicate this by ticking this box:

☐

Section 4 – Immigration History in the State

The information below is required to process your document.
Please complete fully.

Section 4 A – General Information

Date of arrival in the State:

		-			-		
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Place of arrival:

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Date of first Registration in Ireland:

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If no registration date has been provided, please explain why:

Status on arrival in the State (please tick):

Asylum Seeker

☐

Student

☐

Visitor

☐

Work Permit / Authorisation Visa

☐

Other

☐

If "other" please give details: _____

Section 4 B – Removal Information

Have you even been deported from the State?

☐

YES

☐

NO

If "Yes" please provide details:

Are you currently the subject of a Deportation Order made in Ireland?

☐

YES

☐

NO

If "Yes" please provide details:

Are you currently the subject of a Transfer Order made in Ireland?

☐

YES

☐

NO

If "Yes" please provide details:



Section 5 – Statement of Loss

If your most recent Travel Document was lost or stolen please complete this section and have it signed and stamped by a member of An Garda Síochána

In addition to the documents noted in Section 9 (Checklist and Documentation), you will also need to submit the following:

- ☐ Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments etc
- ☐ Evidence of residency at address shown on form – e.g. utility bills, official correspondence from public or private bodies
- ☐ Original Garda Report (obtained when you first reported loss / theft)

Please note, it will take a minimum of 12 weeks to process an application for a replacement document.

Section 5 A – Details of Lost / Theft

My Travel Document was Lost ☐ Stolen ☐ Other ☐

If “other” please provide details:

Where and when was your Travel Document lost / stolen?

Have you ever lost a previous Travel Document? If so please state if it was ever found / recovered?

Section 5 B – Declaration

I undertake to return my missing Travel Document to the Irish Naturalisation & Immigration Service if found. I declare that the information I have given in this statement is correct in all respects.



Signature of Applicant: _____

Date:

		-			-		
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Signature of Garda: _____

Rank: _____ Station: _____

Official
Station
Stamp:

Section 6 – Parental Consent

If the applicant is under 18 years of age, this section **MUST** be completed by both Parents or Legal Guardians, or the person with Parental Responsibility for the minor. Evidence must be submitted to show Parental Responsibility.

Full names of both Parents / Legal Guardians / Persons with Parental Responsibility:

Parent A

Name: _____

Date of Birth:

		-			-		
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Relationship to Applicant:

Parent B

Name: _____

Date of Birth:

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

Relationship to Applicant:

It should be noted that where a minor is in the care of his/her parents, **BOTH** parents signatures are required. All signatures must be witnessed by a member of An Garda Síochána and the applicant minor must be present at the time. Where one parent claims to be the sole guardian of the minor, an affidavit will need to be sworn – for further details see www.inis.gov.ie

Section 6 B – Signature of Consent

I agree to the issue of a Travel Document for the named applicant minor:



Parent A

Sign: _____

Parent B

Sign: _____

Date: _____

Date: _____

Where only one signature provided, please give reason:

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 7 – Declaration

The following statements must be signed by the applicant in the presence of a member of An Garda Síochána



- *I hereby declare that the foregoing particulars furnished by me are true and accurate according to the best of my knowledge*
- *Apart from any document mentioned in Section 3 of this application, I do not possess an valid Passport or Travel Document*
- *I confirm that I am not a resident in any other country which would allow me to apply for a Travel Document from the authorities of that country*
- *I am resident in the Republic of Ireland*
- *I am aware that misuse of any Travel Document issued by the Irish Naturalisation and Immigration Service will result in the forfeiture of said document and may affect future applications for a replacement Travel Document.*

Signature of applicant: _____

Date:

		-			-		
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Please ensure you complete Declaration and Travel Document Signature on page 12

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 8 – Personal Details

To be completed by a member of An Garda Síochána



1. Height of applicant: ____ foot and ____ inches OR ____ cm

2. Colour of hair: **Black** ☐ **Brown** ☐ **Blonde** ☐ **Red** ☐ **Grey** ☐

Other (please specify) _____

3. Colour of eyes: **Brown** ☐ **Blue** ☐ **Green** ☐ **Grey** ☐ **Hazel** ☐

Other (please specify) _____

4. Shape of face: **Round** ☐ **Oval** ☐ **Heart** ☐ **Square** ☐

Other (please specify) _____

5. Shape of nose: **Normal** ☐ **Broad** ☐ **Narrow** ☐ **Flat** ☐

Other (please specify) _____

6. Complexion: **Fair** ☐ **Sallow** ☐ **Dark** ☐

Other (please specify) _____

7. Special Peculiarities / Identifying Features:

Completed by: _____ Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 9 – Checklist and Signatures

Please provide original documents as requested below and tick the corresponding box to confirm you have included each with your application

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Passport(s) or National Identity Card | All Applicants |
| <input type="checkbox"/> | Evidence of Residence in Ireland (copy of GNIB card) | |
| <input type="checkbox"/> | Permission Letter issued by this Department allowing you to reside in Ireland | |
| <input type="checkbox"/> | Passport photos meeting the requirements outlined on our website: 2 signed and stamped on the reverse by a member of An Garda Síochána <u>AND</u> 2 left blank. 4 photographs required in total. | |
| <input type="checkbox"/> | Fee (Bank Draft / Postal Order Only, payable to the Department of Justice & Equality). Details of fees can be found on our website. Cash will not be accepted | Minors |
| <input type="checkbox"/> | All sections fully signed and completed and witnessed where required by a member Of An Garda Síochána | |
| <input type="checkbox"/> | Birth Certificate (if applicable). Long form of birth certificate, which records details of minors birth / biological parents, required for children under 18 years of age | |
| <input type="checkbox"/> | School Letter – not more than one week old – and a photo of child signed by school. No stamp should be placed on photo | |
| <input type="checkbox"/> | GP Letter (for a child not yet in school) – not more than one week old – and a photograph of child signed by GP. No stamp should be placed on photo | |
| <input type="checkbox"/> | Guardian/ Legal Custodian / Other persons with responsibility for applicant under 18 – original documents relating to guardianship / custody / delegated responsibility of child under 18 | |
| <input type="checkbox"/> | Parental Consent / Affidavit – Section 6 of this form signed by both parents and witnessed by a member of An Garda Síochána | |

Incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. Applications and supporting documentation can be submitted to:

Travel Document Section, Ministerial Decisions Unit, INIS, 13/14 Burgh Quay, Dublin 2

Declaration and Travel Document Signature

The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with the form are a true likeness of me, or the minor applicant on whose behalf I am signing this form:

Signature of applicant _____

Date:

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Parent of guardian signature if applicant unable to sign: _____

Travel Document Signature



Please insert your signature inside this box. Your signature should not touch the edges of the box and must be fully contained. Failure to comply will result in your application being returned.
Minors over 7 years of age must sign themselves.