

# Citizenship Application Support Service

RESOURCE PACK

July 2013

Citizenship

Category of Applicants and Forms

Case Studies

Frequently Asked Questions

Citizenship Application Support Service Locations



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### Citizenship Application Support Service Resource Pack (2013)

Whilst every effort has been made to ensure that the information in this report is accurate, the Citizenship Application Support Service does not accept legal responsibility for any errors, howsoever caused.

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Disclaimer: The views, opinions, findings, conclusions and/or recommendations expressed here are strictly those of the author(s). They do not necessarily reflect the views of the funders, who take no responsibility for any errors or omissions in, or for the accuracy of, the information contained in this report.

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## Glossary

<sup>1</sup> **Citizenship Through Birth in Ireland** – A person born in the island of Ireland after 1 January 2005 to parents, at least one of whom was an Irish or British citizen or entitled to reside in the State or Northern Ireland without any restrictions on his or her residence, has an entitlement of Irish citizenship. Otherwise, a person born in the island of Ireland after 1 January 2005 is entitled to Irish citizenship only if, during the 4 year period immediately preceding the person’s birth, 1 of the parents has been resident in the island of Ireland for a period of not less than 3 years and neither parent was entitled to diplomatic immunity in the State.

<sup>2</sup> **Citizenship Through Descent** – A person whose father or mother was an Irish citizen at the time of his/her birth is automatically an Irish citizen. A person whose grandfather or grandmother was born in Ireland may become an Irish citizen by registering in the Foreign Births Register at an Irish Embassy or Consular Office or at the Department of Foreign Affairs. A person whose great-grandfather or great-grandmother was born in Ireland may register for Irish citizenship provided that their parents had registered in the Foreign Births Register at the time of the person’s birth.

<sup>3</sup> **Civil Partnership** – A civil partner for immigration purposes is defined as either of 2 persons of the same sex: (a) who are parties to a civil partnership registration carried out in Ireland in accordance with the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010 (No.24 of 2010) where the partnership has not been dissolved or is the subject of a decree of nullity, (b) who are parties to a legal relationship of a class specified in an order made under Section 5 of the Act.

**Naturalisation** – Process by which a foreign national resident in the State may become an Irish Citizen. (See page 8 for detailed description).

<sup>4</sup> **Person Identity Number** – The Person Identity Number can be found on the GNIB card and will be in the format of a number followed by the year – the “year” being based on the first application lodged to INIS (i.e. 69/3756/07).

**Proofs of Residence** – Household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, doctor’s letter etc. showing an applicant’s name and address for his/her period in Ireland.

**Reckonable Residence** – Refers to periods of residence taken into account when assessing an application for naturalisation. (See page 9 for detailed description).

**Young Adult** – Young adults are persons who accompanied their parents/guardians to the State and who have had no stamps in their passport prior to turning 16. On turning 16, these young adults are issued with stamps and provided the parents have reckonable residence, the stamps will be counted.

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<sup>1</sup> Irish Naturalisation and Immigration Service [INIS], *Citizenship Through Birth in Ireland*

<sup>2</sup> INIS, *Citizenship Through Descent*

<sup>3</sup> INIS, *Civil Partnership*

<sup>4</sup> INIS, *Information note for customers regarding changes to Reference Numbering under a new INIS Information Technology System*

## Abbreviations

**CASS**      Citizenship Application Support Service

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**CIC**      Citizens Information Centre

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**GNIB**      Garda National Immigration Bureau

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**INIS**      Irish Naturalisation and Immigration Service

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**NCP**      New Communities Partnership

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## Introduction

In March 2011, **New Communities Partnership** established the Citizenship Application Support Service (**CASS**) with the assistance of the Office for the Promotion of Migrant Integration in recognition of the need to promote a greater understanding of the citizenship application process among immigrants in Ireland.

CASS is a free support and information service run by a team of information officers and comprising 40 trained volunteers. The Citizenship Application Support Service staff and volunteers are drawn from a broad spectrum of cultural backgrounds matching the culturally diverse profile of its client base.

The project offers both a helpline manned 5 days a week during normal office hours and in-person appointments available Monday to Friday from 10am to 4pm at various locations in Dublin, Cork and Limerick. CASS has successfully developed collaborative relationships with a number of Citizens Information Services (CISs) around the country and drop in clinics are available in the following CIC's – Blanchardstown, Dublin City Centre CIS, Clondalkin, Lucan, Tallaght, Dundrum, Dun Laoghaire, Carmelite CIC and Limerick. Weekly clinics also take place in the New Communities Partnership office in city centre Dublin and Cork.

New Communities Partnership (NCP) is a national network of ethnic minority organisations in Ireland with offices in Dublin, Limerick and Cork. NCP works to promote effective integration and social inclusion of migrant communities at local, regional and national level. NCP coordinates and supports Local Authority Integration Forums in Dublin, Limerick and Cork. The Integration Forums are designed to enable new communities to participate and engage positively within the Local Authority areas. NCP also operates an Active Citizenship Programme which incorporates teaching Irish history and culture to ethnic minority participants in order to enhance a better appreciation of the underpinning values and norms of Irish Society. This programme compliments the CASS programme as many of the participants go on to apply for Irish citizenship.

## Acknowledgments

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New Communities Partnership would like to acknowledge the financial support provided by the Citizens Information Board and the Office for the Promotion of Migrant Integration for this report.





# Citizenship

## 1.1 Naturalisation

Naturalisation is the process by which a foreign national resident in the State may become an Irish citizen. Applications are decided by the Minister for Justice and Equality, who has the absolute discretion whether or not to grant naturalisation.

<sup>5</sup>The conditions for naturalisation are as follows:

- You must be of full age (i.e. 18 years or older, or married if younger than 18).
- You must be of good character.
- You must have had a period of 1 year's continuous reckonable residence in the State immediately before the date of application and, during the 8 years preceding that have had a total reckonable residence in the State amounting to 5 years i.e. a total of 5 x 365 days plus 1 day for each permission period in which 29 February falls in a leap year.
- You must intend in good faith to continue to reside in the State after naturalisation.
- You must make a declaration of fidelity to the nation and loyalty to the State and undertake to faithfully observe the laws of the State and to respect its democratic values.
- The Minister for Justice and Equality has power to waive one or more of the above conditions for naturalisation in certain circumstances as follows:
  1. Where the person is of Irish descent or of Irish associations, or is a parent or guardian applying on behalf of a minor child of Irish descent or Irish associations.
  2. Where the person is the spouse or civil partner of an Irish citizen.
  3. Where the person has been resident abroad in the public service.
  4. Where the person is recognised as a refugee (under the 1951 Geneva Convention relating to the Status of Refugees) or a stateless person (under the 1954 UN Convention regarding Stateless Persons).

<sup>6</sup>The Minister for Justice and Equality has power (in his or her absolute discretion) to waive one or more of the conditions outlined above in the case of a non- Irish national spouse of an Irish citizen applying for naturalisation if satisfied that the applicant would suffer serious consequences in respect of his or her bodily integrity or liberty if not granted Irish citizenship.

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<sup>5</sup> INIS 2013, *What is naturalisation and who can be naturalised?*

<sup>6</sup> INIS 2013, *What is naturalisation and who can be naturalised?*

## 1.2 Reckonable Residence

Reckonable residence refers to periods of residence taken into account when assessing an application for naturalisation.

### <sup>7</sup>Non-EEA Nationals

Periods of reckonable residence are those for which an applicant has permission to remain evidenced by stamps endorsed in their passports/travel documents. Certain periods of residence in the State covered by permission to remain are not reckonable if that permission was:

- For the purpose of study (whether or not that study involved the applicant being in employment during any of the period of study), or
- While a claim for asylum was being examined.
- Gaps between stamps are periods of unlawful residence and are not reckonable. Certain non-Irish nationals are exempted by law from the requirement to have permission to remain.

### EEA Nationals

Reckonable residence is the entire period spent in Ireland, with or without stamps. However, Bulgarian and Romanian nationals will have to show stamps to include any period spent in Ireland before 2007.

### With the Exception of Young Adults

Young adults are persons who accompanied their parents/guardians to the State and who have had no stamps in their passport prior to turning 16. On turning 16, these young adults are issued with stamps and provided the parents have reckonable residence, the stamps will be counted.

### Reckonable Residency – Types of Stamps

- Stamp 0
- Stamp 1
- Stamp 1A
- Stamp 2 (*Only for young adult applications*)
- Stamp 2A
- Stamp 3
- Stamp 4
- Stamp 5
- Stamp 6

See page 14 for detailed description of immigration stamps.

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<sup>7</sup> INIS 2013, *Calculation of period of residence in relation to application for Naturalisation*

## How Periods of Residency Are Calculated

<sup>8</sup>Permission to remain in the State, evidenced by the Garda National Immigration Bureau (GNIB) placing a permission stamp in the person's passport, is a matter of vital importance for all applicants for citizenship. Applicants must ensure that their registration with the Garda National Immigration Bureau, 13/14 Burgh Quay, Dublin 2, is kept up to date during their residency in this country. Part of the procedure employed to determine an applicant's residency, in the processing of citizenship applications, is a thorough examination of GNIB residency stamps. The requirement to renew GNIB registration at regular periods ensures that a person is still meeting the conditions attached to the type of permission he or she was granted. Work permits, letters from employers, or other Departmental letters are not in themselves evidence of having remained in the State.

Many applications that are processed are deemed ineligible as the applicant did not have the required residency at the time of application. The online Naturalisation Residency Calculator can be used as a guide to whether an applicant satisfies the naturalisation residency conditions before submitting an application. The Naturalisation Residency Calculator can be found courtesy of the INIS website at: [http://inis.gov.ie/en/INIS/Pages/Naturalisation\\_Residency\\_Calculator](http://inis.gov.ie/en/INIS/Pages/Naturalisation_Residency_Calculator).

## SUMMARY

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It is imperative that the applicant has a period of 1 year's continuous reckonable residence in the year immediately preceding the application. Gaps between stamps are periods of unlawful residence and are not reckonable. Not all stamps are reckonable for the purpose of a citizenship application. Reckonable residence does not include periods going back beyond 9 years from the date of application for standard applications, time spent in the State for the purpose of study or periods when applicant had no permission to reside in the State.

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<sup>8</sup> INIS 2013, *Calculation of period of residence in relation to application for Naturalisation*

**Figure 1.2.1: Example of a completed Naturalisation Residency Calculator**

**Residency Calculation :**       Standard Adult: 5 Year  
     Spouse of Irish Citizen / Section 16 waiver application: 3 year

**Applicant Name :**                       (for printing - optional)

**Application Date :**                       **Mandatory**

**NB:** You may not enter stamp periods prior to  as they are not reckonable based on your application date.

Enter stamps in **chronological order** starting with the earliest "Date From".  
 Do not enter stamps with an expiry date earlier than the expiry date of a previously entered stamp.

Only enter qualifying stamps e.g. Stamp 1, Stamp 4. [This page](#) sets out what periods qualify as reckonable residency.

	Date From:	Date To:	Stamp Type	Period in Days
1st stamp	<input type="text" value="19/04/2004"/>	<input type="text" value="13/12/2004"/>	<input type="text" value="4"/>	239
2nd stamp	<input type="text" value="09/12/2004"/>	<input type="text" value="19/08/2005"/>	<input type="text" value="4"/>	249
3rd stamp	<input type="text" value="15/08/2005"/>	<input type="text" value="14/03/2008"/>	<input type="text" value="4"/>	938
4th stamp	<input type="text" value="10/03/2008"/>	<input type="text" value="06/10/2010"/>	<input type="text" value="4"/>	936
5th stamp	<input type="text" value="01/10/2010"/>	<input type="text" value="14/06/2012"/>	<input type="text" value="4"/>	617
6th stamp	<input type="text" value="08/06/2012"/>	<input type="text" value="02/04/2014"/>	<input type="text" value="4"/>	299
7th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
8th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
9th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
10th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
11th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
12th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
13th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
14th stamp	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>	
		No. of days:		3278

**Residency in year prior to application ok**

**Has 5 Years Residency**

The output of the Naturalisation Residency Calculator does not constitute a decision on an applicant’s residency.

## 1.3 Naturalisation Forms

<sup>9</sup>There are 4 different naturalisation forms:

Form	
8	Should be completed by all applicants aged 18 or over.
9	Should be completed by a naturalised parent on behalf of their minor child.
10	Should be completed by the parent/guardian on behalf of their minor child who has an Irish association. This is an eForm which must be completed electronically.
11	Should be completed by a parent/guardian on behalf of a minor born in the State for naturalisation as an Irish Citizen. You must have 5 years reckonable residence since the birth of your child i.e. your child should be at least 5 years of age when you make this application. This is an eForm, which must be completed electronically.


**Applicants must use the current version of the form to make an application.  
Applications received on old versions of the form will be returned.**

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<sup>9</sup> INIS 2013, *Application Forms*

Figure 1.3.1: Application Forms 8, 9, 10 and 11


Form 8

	<b>FORM 8 - IRISH NATIONALITY AND CITIZENSHIP ACT 1956</b>	Ver 4.2 Mar 13
	<b>APPLICATION BY A PERSON OF FULL AGE FOR NATURALISATION AS AN IRISH CITIZEN</b>	
<i>Please note before completing the form:</i>		
<p>Ensure that the information you provide is true and correct. Section 29A of the Irish Nationality and Citizenship Act 1956, as amended provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or to both. A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts or circumstances.</p>		
<ul style="list-style-type: none"> <li>• Use a black pen and PRINT IN BLOCK CAPITALS.</li> <li>• Cross out any errors – Do not use correction fluid</li> <li>• Answer ALL questions. If a question does not apply put N/A as your answer</li> </ul>		


Form 9

	<b>FORM 9 - IRISH NATIONALITY AND CITIZENSHIP ACT 1956</b>	Ver 4.2 Mar 13
	<b>APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A NATURALISED IRISH CITIZEN ACTING ON BEHALF OF HIS/HER MINOR CHILD</b>	
<i>Please note before completing the form:</i>		
<p>Ensure that the information you provide is true and correct. Section 29A of The Irish Nationality and Citizenship Act 1956, as amended, provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or to both. A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts or circumstances.</p>		
<ul style="list-style-type: none"> <li>• Use a black pen. PRINT IN BLOCK CAPITALS</li> <li>• Cross out any errors and initial any changes</li> <li>• Do not use correction fluid</li> <li>• Please complete a separate form for each child</li> </ul>		Date Received – Office Use Only

Form 10

<b>FORM 10 IRISH NATIONALITY AND CITIZENSHIP ACT 1956</b>	Ver 4.0 Nov 11
<b>APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A PARENT OR GUARDIAN ACTING ON BEHALF OF A MINOR OF IRISH DESCENT OR IRISH ASSOCIATIONSATIONS</b>	
<p>THIS FORM SHOULD BE COMPLETED ELECTRONICALLY. IF A FIELD DOES NOT APPLY THEN TYPE N/A. WHEN YOU HAVE COMPLETED ALL FIELDS ON THIS FORM YOU SHOULD PRINT IT OUT AND SIGN AND DATE THE DECLARATION. THE FORM AND ALL REQUIRED DOCUMENTATION SHOULD THEN BE POSTED TO:          Citizenship Applications F10, INIS, Heffernan House, Dundrum Road, Tipperary Town.</p>	
	

Form 11

<b>FORM 11 IRISH NATIONALITY AND CITIZENSHIP ACT 1956</b>	Ver 2.01 Nov 2011
<b>APPLICATION BY A PARENT OR GUARDIAN OF, OR PERSON WHO IS IN LOCO PARENTIS TO, A MINOR BORN IN THE STATE WHO DID NOT AT BIRTH HAVE AN ENTITLEMENT TO IRISH CITIZENSHIP UNDER SECTION 6A OF THE ACT OF 1956</b>	
<i>Please note before completing this form.</i>	
<p>Ensure that the information you provide is true and correct. Section 29A of the Irish Nationality and Citizenship Act 1956, as amended provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or to both. A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts or circumstances.</p> <p>WHEN YOU HAVE COMPLETED ALL FIELDS ON THIS FORM YOU SHOULD PRINT IT OUT AND COMPLETE THE REFERENCES SECTION AND THE STATUTORY DECLARATION. THE FORM AND ALL REQUIRED DOCUMENTATION SHOULD THEN BE POSTED TO:          Citizenship Applications F11, INIS, Heffernan House, Dundrum Road, Tipperary Town.</p>	
	

## 1.4 Immigration Stamps

<sup>10</sup>This is an outline of the main immigration stamps as currently used by the immigration authorities. The immigration stamps, in conjunction with the Certificate of Registration issued by GNIB, are evidence of permission to be in the State.

Stamp	Explanation	Persons to Whom May Apply
0	<p><b>(Temporary and Limited Permission)</b></p> <ul style="list-style-type: none"> <li>• Must not receive State benefits.</li> <li>• May be required to have private medical insurance.</li> <li>• Must be fully supported by sponsor or independent.</li> <li>• Must not work unless INIS allows.</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting academics.</li> <li>• Service-provider sent by overseas company for a limited time.</li> <li>• Extended visit in exceptional humanitarian circumstances.</li> </ul>
1	<ul style="list-style-type: none"> <li>• Must not enter employment unless the employer has obtained a permit.</li> <li>• Must not engage in any business/ profession without the permission of the Minister for Justice and Equality.</li> <li>• Must not remain later than a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA national issued with a work permit.</li> <li>• Non-EEA national issued a Green Card Permit.</li> <li>• Non-EEA national who has been granted permission to operate a business in the State.</li> <li>• Working Holiday Authorisation Holder.</li> </ul>
1A	<ul style="list-style-type: none"> <li>• Can remain for full-time training with a named body until a specified date.</li> <li>• Other work not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA national studying accountancy.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Must be enrolled on a full time course that falls under the Internationalisation Register.</li> <li>• Can take up casual employment (up to 20 hours per week during school term and 40 hours per week during school holidays).</li> <li>• No recourse to public funds unless otherwise provided.</li> <li>• Must not remain later than a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA national attending a full time course of study.</li> </ul>

<sup>10</sup> INIS 2013, *Stamps – Main Immigration*



2A	<ul style="list-style-type: none"> <li>• Must be enrolled on a course that falls outside the Internationalisation Register.</li> <li>• Not entitled to work.</li> <li>• No recourse to public funds.</li> <li>• Must not remain later than a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA national attending course of study not recognised by the Department of Education and Science.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Not entitled to work (except in limited circumstances i.e. spousal work permit).</li> <li>• Must not remain later than a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA visitor.</li> <li>• Non-EEA retired person of independent means.</li> <li>• Non-EEA Minister of Religion and Member of Religious order.</li> <li>• Non-EEA spouse/dependent of employment permit holder.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Entitled to work without a work permit.</li> <li>• Permitted to remain until a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-EEA family member of EEA citizen.</li> <li>• Non-EEA spouse of Irish citizen.</li> <li>• Refugee.</li> <li>• Non-EEA person granted family reunification under the Refugee Act 1996.</li> <li>• Programme refugee.</li> <li>• Non-EEA parent of Irish citizen child where parent was granted permission to remain in the State.</li> <li>• Non-EEA family member of EU citizen where family member qualifies under the European Communities (Free Movement of Persons) (No. 2) Regulations 2006 (S.I 656 of 2006).</li> </ul>
5	<ul style="list-style-type: none"> <li>• Entitled to remain as long as stamp is valid.</li> </ul>	<ul style="list-style-type: none"> <li>• Person who has completed 8 years legal residency in Ireland.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Dual citizenship – Irish and another.</li> <li>• Must hold a current Irish passport.</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen of Ireland and another country.</li> </ul>

This is not an indicator of, nor an interpretation of, legal entitlements other than those explicitly set out in the stamps. The immigration authorities have the right to assign or refuse immigration stamps to the various categories of persons as appropriate.

## 1.5 Citizenship Fees

<sup>11</sup>As of November 2011, the following fees shall be paid by the applicant:

1. Upon making an application for a certificate of naturalisation, a fee of €175.
2. Subject to, on the issue of a certificate of naturalisation:
  - (a) Where the application is made on behalf of a minor, a fee of €200.
  - (b) Where the application is made by a widow or widower whose spouse was, immediately before death, an Irish citizen, and who has not, subsequent to the spouse's death, become a naturalized citizen of a state other than the State, a fee of €200.
  - (c) Where the application is made by a person who was, immediately before their death, in a civil partnership with a person who was an Irish citizen at date of death and where the applicant has not subsequently entered into a new civil partnership or marriage, a fee of €200.
  - (d) Refugees are exempt from paying the naturalisation fee of €950.
  - (e) In the case of all other applications, a fee of €950.

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<sup>11</sup>INIS 2013, *Citizenship Fees*



# **Category of Applicants and Forms**

## Category of Applicants and Forms

Category of Applicants	List of Documents Needed	Forms
<p><b>2.1</b></p> <p><b>Adult EU Citizens</b></p> <p><b>(5 years reckonable residence)</b></p>	<ul style="list-style-type: none"> <li>• Application fee of €175 in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Letter from current employer showing commencement date, if employed.</li> <li>• Copy of current P21 or P60, if employed.</li> <li>• Copies of 3 month's pay slips (dated within the previous 6 months).</li> <li>• Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.</li> </ul> <p><b>If the applicant has been an EU citizen for more than 5 years:</b></p> <ul style="list-style-type: none"> <li>• Proof of residence in the State amounting to a total of 5 years in the last 9 years.</li> <li>• Submit 3 different proofs of residence for each year showing name and address for this period i.e. household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, doctor's letter, etc.</li> </ul> <p><b>If the applicant has been an EU citizen for less than 5 years:</b></p> <ul style="list-style-type: none"> <li>• Submit a copy of passport showing permission to remain stamps from date of arrival in the State to the date of becoming an EU citizen and proof of residence in the State from date of becoming an EU citizen to date of application.</li> <li>• Proof of residence in the State amounting to a total of 5 years in the last 9 years.</li> <li>• Submit 3 different proofs of residence for each year showing name and address for this period i.e. household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, doctor's letter, etc.</li> </ul>	<p>Form 8</p>

<p><b>2.2</b></p> <p><b>Adult Refugee</b></p> <p><b>(3 years reckonable residence)</b></p>	<ul style="list-style-type: none"> <li>• Copy of letter confirming refugee status/travel document.</li> <li>• Application fee of €175 in the form of a banker’s draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Copy of current GNIB card.</li> <li>• Copies of reckonable stamps in current/previous passports.</li> <li>• Printout from the online residency checker showing permission stamps. The printout must confirm eligibility to apply.</li> <li>• Letter from current employer showing commencement date, if employed.</li> <li>• Copy of current P21 or P60, if employed.</li> <li>• Copies of 3 month’s pay slips (dated within the previous 6 months).</li> <li>• Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.</li> </ul>	<p>Form 8</p>
<p><b>2.3</b></p> <p><b>Adult Standard</b></p> <p><b>(5 years reckonable residence)</b></p>	<ul style="list-style-type: none"> <li>• Application fee of €175 in the form of a banker’s draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Copy of current GNIB card.</li> <li>• Copies of reckonable stamps in current/previous passports</li> <li>• Printout from the online residency checker showing permission stamps. The printout must confirm eligibility to apply.</li> <li>• Letter from current employer showing commencement date, if employed.</li> <li>• Copy of current P21 or P60, if employed.</li> <li>• Copies of 3 month’s pay slips (dated within the previous 6 months).</li> <li>• Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.</li> </ul>	<p>Form 8</p>

<p><b>2.4</b></p> <p><b>Applications Based on Irish Association</b></p>	<ul style="list-style-type: none"> <li>• This is an eForm, which must be completed electronically.</li> <li>• Certified copies of all documents proving Irish associations i.e. all birth and/or marriage certificates or civil partnership agreement needed to show association.</li> <li>• Certified copy of foreign birth registry entry and copy of naturalisation certificate.</li> <li>• Evidence of residency permission i.e. a copy of passport showing residency permission stamps for period of residence in the State.</li> <li>• Application fee of €175 in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Copy of current GNIB card.</li> <li>• Copies of reckonable stamps in current/previous passports.</li> <li>• Printout from the online residency checker showing permission stamps. The printout must confirm eligibility to apply.</li> <li>• Letter from current employer showing commencement date, if employed.</li> <li>• Copy of current P21 or P60, if employed.</li> <li>• Copies of 3 month's pay slips (dated within the previous 6 months).</li> <li>• Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.</li> </ul>	<p>Form 10</p>
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<p><b>2.5</b></p> <p><b>Minor Child of Naturalised Irish</b></p> <p><b>(3 years reckonable residence)</b></p>	<p><b>Should be completed by a parent or guardian on behalf of a minor born in the state for naturalisation as an Irish Citizen.</b></p> <ul style="list-style-type: none"> <li>• Copy of parent’s naturalisation certificate.</li> <li>• Copy of the letter granting refugee status for child, if applicable.</li> <li>• School letters from each school attended by child from their date of arrival to date of application (the school letters must show enrolment dates and periods of attendance).</li> <li>• If parent does not have school letters to show that the child attended school for 3 years (as the minor was not of school going age) then the following documents must be submitted:                         <ul style="list-style-type: none"> <li>a] A letter from the Department of Social Protection stating that parents are in receipt of child benefit for the child and when payment commenced, or</li> <li>b] A letter from the doctor stating that the child is registered with the practice, the date the child was first registered and the dates the child attended the surgery.</li> </ul> </li> <li>• Application fee of €175 in the form of a banker’s draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport containing photograph, name and expiry date of passport.</li> <li>• Certified copy of child’s original civil birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> </ul>	<p>Form 9*</p>
<p>*Processing times may be quicker with the Minor Child of Naturalised Irish</p>		

<p><b>2.6</b></p> <p><b>Minor Not Entitled at Birth</b></p> <p><b>(5 years reckonable residence)</b></p>	<p>Should be completed by a parent or guardian on behalf of a minor born in the state for naturalisation as an Irish Citizen. Child should be at least 5 years of age when application is made. This is an eForm, which must be completed electronically.</p> <ul style="list-style-type: none"> <li>• Certified copy of Irish born child’s original birth certificate.</li> <li>• Certified colour copy of the page of the current passport/ travel document containing photo of guardian/parent.</li> <li>• Copy of garda national immigration bureau card.</li> <li>• Copy of bank statements for all bank accounts for at least three of the previous six months.</li> <li>• Copy of parent/guardian’s original civil birth certificate and copy of translation into English if the certificate is in a language other than English or Irish.</li> <li>• Two passport photos of the child taken within 30 days of the application</li> <li>• Letter from the school(s) that the minor child has attended school while resident in the State.</li> <li>• If the child has attended school for less than 5 years please provide: <ul style="list-style-type: none"> <li>a) A letter from the Department of Social Protection stating that parents are in receipt of child benefit for the child and when payment commenced, or</li> <li>b) letter from the doctor stating that the child is registered with the practice, the date the child was first registered and the dates the child attended the surgery.</li> </ul> </li> <li>• Application fee of €175 in the form of a banker’s draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> </ul>	<p>Form 11</p>
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<p><b>2.7</b></p> <p><b>Spouse of Irish Citizen (3 years reckonable residence)</b></p>	<ul style="list-style-type: none"> <li>• Copy of documentary proof of Irish spouse’s/civil partner’s entitlement to Irish citizenship.</li> <li>• Certified copy of marriage certificate/civil partnership registration.</li> <li>• Copies of 3 different proofs of residence in the island of Ireland for applicant and spouse/civil partner for 3 months prior to the date of application, showing the date, name and current address. Proofs include household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, doctor’s letter etc</li> <li>• Application fee of €175 in the form of a banker’s draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> <li>• Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Copy of current GNIB card.</li> <li>• Copies of reckonable stamps in current/previous passports.</li> <li>• Printout from the online residency checker showing permission stamps. The printout must confirm eligibility to apply.</li> <li>• Letter from current employer showing commencement date, if employed.</li> <li>• Copy of current P21 or P60, if employed.</li> <li>• Copies of 3 month’s pay slips (dated within the previous 6 months).</li> <li>• Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.</li> <li>• The relevant sworn affidavit, included with the application form, must be completed by the Irish spouse/civil partner in the presence of a legal witness (Commissioner for Oaths, Peace Commissioner, Notary Public or Practising Solicitor). This declaration should be signed by the Irish spouse/civil partner and witnessed on the same date as the statutory declaration is witnessed, or after the date signed on the form.</li> </ul>	<p>Form 8</p>
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<p><b>2.8</b></p> <p><b>Young Adult</b></p> <p><b>(5 years reckonable residence)</b></p>	<ul style="list-style-type: none"> <li>• Applications by persons who have lived in the State prior to turning 18 must be accompanied by: <ul style="list-style-type: none"> <li>a] Letters from school demonstrating attendance</li> <li>b] Stamped pages of parents' passport</li> <li>c] Parents' GNIB card and</li> <li>d] Documentation since turning 16, i.e. GNIB card of applicant and stamped pages of passport.</li> </ul> </li> <li>• Certified colour copy of current passport/travel document containing photograph, name and expiry date of passport.</li> <li>• Certified copy of original birth certificate and certified copy of translation into English, if necessary.</li> <li>• 2 passport photographs taken within 30 days of the date of application.</li> <li>• Application fee of €175 in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality.</li> </ul>	<p>Form 8*</p>
<p>*Bank statements are not necessary</p>		

## 2.9 Application Checklist

### 1 Application form:

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Application forms are available at the website of the Irish Naturalisation and Immigration Service (INIS) [www.inis.gov.ie](http://www.inis.gov.ie). Ensure that the current version of the application form is filled in accurately and completely.

### 2. Using the residency calculator:

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Staff will assess whether the applicant meets the criteria to make the citizenship application in line with the eligibility criteria. The Naturalisation Residency Calculator can be used to check whether the applicant satisfies the naturalisation residency conditions before submitting an application.

### 3. Documentation:

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Ensure that copies of applicant's birth certificate, marriage certificate (if applicable) and the bio-data page of the national passport which is the applicant's information page on the passport are duly certified. Translated copies of these documents must also be certified.

### 4. Criminal offence:

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Ensure that applicant does not conceal any criminal offence against the laws of Ireland or any overseas country (including traffic offences) and provide as much detail in the section provided for additional information on the form.

### 5. Declaration:

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Ensure that the applicant has completed the declaration page that is relevant to his/her application and that the spouse completes the relevant declaration section if the application is based on marriage to an Irish citizen. This declaration must only be made before a Notary Public, Commissioner for Oaths, Solicitor or a Peace Commissioner.

### 6. Application fee:

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Ensure that the statutory application fee of €175 made payable in the form of a bank draft or postal order to the Secretary General of the Department of Justice and Equality. This fee is non refundable and must accompany every application.

*Application Checklist cont...*

**For lodging new applications only the address is:**

Citizenship Applications  
Irish Naturalisation and Immigration Service  
PO Box 73  
Tipperary Town

**For all other citizenship correspondence the address is:**

Citizenship Division  
Department of Justice and Equality Office  
Rosanna Road  
Tipperary Town

**INIS Helpline:**

Helpline available 10:00 am – 12:30pm  
Tuesdays and Thursdays only

Lo-Call: 1890 252 854  
Telephone (within Ireland): 062 325 00  
Telephone (from outside Ireland): +353 62 325 00



# Case Studies

### 3.1 Case Study 1 – Reckonable Residency Stamps

Jiang, a Chinese national, came to Ireland in February 2001 and was granted leave to remain in the State on the basis of his parentage of an Irish citizen child in September of the same year. Jiang has been living in the State with his wife and two children since then and was working in Star Securities Ltd as a Security person until 2009 when he was made redundant. He has since been in receipt of Job Seekers Allowance.

Jiang's residence in the State expired on 24 July 2012. Due to financial difficulties, Jiang was unable to present himself to have his residence renewed at the time as he could not afford to pay the sum of €300 payable for a new Garda Certificate of Registration. He subsequently put together the sum of €300 and had his residence renewed for a further two years effective from 5 August 2012 to the 24 July 2014. Jiang presents to your service today the 11 June 2013. What would be your advice to him?

#### **1. Is he eligible to apply for citizenship in the State?**

---

No, Jiang is not eligible to apply for citizenship.

#### **2. Give reasons for your answer.**

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Since Jiang was unable to renew his GNIB registration card in order to have it up to date, there is a gap in his residency stamps. Applicants must have a period of 1 year's continuous reckonable residence in the year immediately preceding the application.

To determine if an applicant is eligible, use the Naturalisation Residency Calculator:  
[http://inis.gov.ie/en/INIS/Pages/Naturalisation\\_Residency\\_Calculator](http://inis.gov.ie/en/INIS/Pages/Naturalisation_Residency_Calculator).

## 3.2 Case Study 2 – Young Adult Application

Jade is 20 years old and came to Ireland with her mother in 2002 when she was 9 years old. Jade's mother Teresa was a non-EU national when she came to Ireland to work as a chef. She brought Jade with her. Although Teresa has now been granted citizenship in Ireland, she is concerned about Jade's status in the State. Jade attended primary and secondary school in Ireland and is now attending Tallaght Institute of Technology. Prior to turning 16, Jade was not granted residence in the State in her own right and had no stamps placed in her passport as it is not the practice to grant residence to non-Irish national children under the age of 16.

On turning 16, Jade was granted residence in the State on stamp 2 conditions (for the purpose of studying).

Jade and her mother Teresa present at your service to seek your advice on whether she is eligible to apply for citizenship?

### 1. Is Jade eligible to apply?

---

Yes, Jade is eligible to apply for citizenship. She can use her mother's stamps to apply.

### 2. What form should she apply with and what documents will she need to provide, if she is eligible?

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Jade will use Form 8. The documents she needs to provide are as follows:

- Letters from school demonstrating attendance.
- Stamped pages of parents' passport.
- Parents' GNIB card.
- Documentation since turning 16 i.e. GNIB card of applicant and stamped pages of passport.
- Certified colour copy of current passport/travel document containing photograph, name and expiry date of passport.
- Certified copy of original birth certificate and certified copy of translation into English, if necessary.
- 2 passport photographs taken within 30 days of the date of application.
- Application fee of €175 in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality.

### 3.3 Case Study 3 – Minor Application

Victoria, a Congolese national, was granted residence in the State in March 2005 on humanitarian grounds. She has been living in the State since 2000 when she first made an application for asylum. She became pregnant after a brief relationship with an asylum seeker from Togo and had her son Marcus in November 2006. She seeks your advice as to whether she can make an application for an Irish passport for her son, who was born in Ireland and lived in this State since birth.

**1. Is Marcus entitled to apply for an Irish passport?  
Give reasons for your answer.**

---

No, Marcus is not entitled to an Irish passport. The Irish Nationality and Citizenship Act, 2004, which commenced on 01 January 2005 provides that certain non-Irish nationals are required to be resident in the island of Ireland for 3 years in the 4 year period immediately prior to the birth of their child, for that child to be entitled to Irish citizenship. This altered the previous situation whereby a child born in the island of Ireland was automatically entitled to Irish citizenship.

**2. If he is not, is there any other option open to him to apply  
for Irish citizenship?**

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If Victoria has not been granted Irish citizenship then she must use Form 11 on her son's behalf. However, if she is an Irish citizen then she must use Form 9.



## 3.4 Case Study 4 – Spouse of Irish Citizen Application

Ana Maria is a Colombian national. She came to Ireland to study in 2004. While in Trinity College she began a relationship with Ryan who is originally from Blessington, Co. Wicklow. They got married in July 2009 and have been living together since this time. She presents to your service seeking advice about making an application for Irish citizenship on the basis of her marriage to Ryan.

### **1. Advise Ana Maria if she is eligible to apply for Irish citizenship.**

---

Yes, Ana Maria is eligible to apply for citizenship using Form 8.

### **2. What are the documents required in an application for Irish citizenship on the basis of marriage to an Irish citizen?**

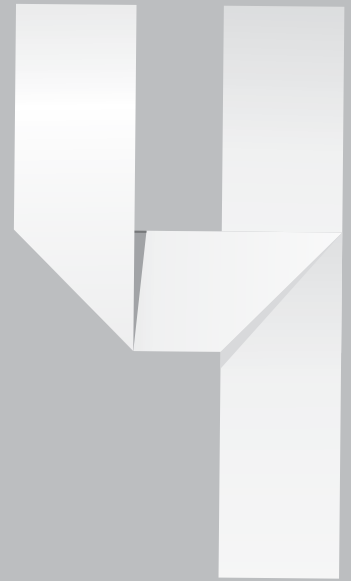
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The documents she needs to provide are as follows:

- Copy of documentary proof of Irish spouse's/civil partner's entitlement to Irish citizenship.
- Certified copy of marriage certificate/civil partnership registration.
- Copies of 3 different proofs of residence in the island of Ireland for applicant and spouse/civil partner for 3 months prior to the date of application, showing the date, name and current address. Proofs include household bills (gas, electricity, phone or cable/satellite TV), bank statements, revenue, mortgage agreement, social welfare, letter from employment, doctor's letter etc.
- Application fee of €175 in the form of a banker's draft or postal order payable to the Secretary General, Department of Justice and Equality.
- Certified colour copy of the page of passport/travel document containing photograph, name and expiry date of passport.
- Certified copy of original birth certificate and certified copy of translation into English, if necessary.
- 2 passport photographs taken within 30 days of the date of application.
- Copy of current GNIB Card.
- Copies of reckonable stamps in current/previous passports.
- Printout from the online residency checker showing permission stamps. The printout must confirm eligibility to apply.

*Case Study 4 cont...*

- Letter from current employer showing commencement date, if employed.
- Copy of current P21 or P60, if employed.
- Copies of 3 month's pay slips (dated within the previous 6 months).
- Copies of bank statements for all bank accounts for at least 3 of the previous 6 months.
- The relevant sworn affidavit, included with the application form, must be completed by the Irish spouse/civil partner in the presence of a legal witness (Commissioner for Oaths, Peace Commissioner, Notary Public or Practising Solicitor). This declaration should be signed by the Irish spouse/civil partner and witnessed on the same date as the statutory declaration is witnessed, or after the date signed on the form.



# **Frequently Asked Questions**

**The following is a sample of the range of queries that have presented to the Service over the past two years.**

- 4.1 Citizenship
- 4.2 Civil Partnership
- 4.3. Continuous Residence in the last 12 Months
- 4.4 Form 8
- 4.5 Form 9
- 4.6 Irish Association
- 4.7 Minors
- 4.8 Naturalisation
- 4.9 New Naturalisation Application Forms
- 4.10 Refugees
- 4.11 Spouse of an Irish or EU Citizen
- 4.12 Supporting Documents
- 4.13 Young Adults

## 4.1 Citizenship

**<sup>12</sup>Q.1. My child was born in Ireland after 01 January 2005, is he/she an Irish citizen?**

A.1. The Irish Nationality and Citizenship Act 2004 which commenced on 01 January 2005 provides that certain non-Irish nationals are required to be resident in the island of Ireland for 3 years in the 4 year period immediately prior to the birth of their child, for that child to be entitled to Irish citizenship. This altered the previous situation whereby a child born in the island of Ireland was automatically entitled to Irish citizenship. Information on making an application for a passport for a child born on or after 01 January 2005 can be found on the Department of Foreign Affairs website: [www.dfa.ie](http://www.dfa.ie).

**Q.2. Can people living in Northern Ireland apply for Irish citizenship if they don't have any proofs of residence in the Republic of Ireland?**

A.2. When an application is based on the applicants marriage to an Irish citizen and living in Northern Ireland, then they can use proofs of residence from Northern Ireland.

**Q.3. Can someone living in England/Scotland/Wales and married to an Irish citizen for over 3 years apply for Irish citizenship while living in England/Scotland/Wales?**

A.3. When applying on the basis of marriage to an Irish citizen, the criteria is that the applicant must be married to the Irish citizen for 3 years at the date of application. The applicant must be living in the island of Ireland for a period of 1 year immediately prior to the date of application and 2 years in the 4 year period before that (3 years in total). However, when an application is based on Irish association/descent, the Minister using his discretion can waive any or all of the criteria.

## 4.2 Civil Partnership

**<sup>13</sup>Q.4. How will civil partners be treated with regard to immigration matters?**

A.4. A civil partner will be treated as equivalent in immigration matters to a person who is married to another person of the opposite sex where the marital relationship has not been dissolved or is the subject of a decree of nullity. In summary, the immigration authorities will treat a civil partnership in the same way as marriage.

**Q.5. Entitlement to apply for Irish citizenship on the basis of marriage to an Irish citizen comes into effect after 3 years of marriage. Does this also apply to civil partnerships?**

A.5. If the person is applying on the basis of a civil partnership, then he/she will have had to have been in a civil partnership for 3 years and also residing in the State during this period.

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<sup>12</sup> INIS 2013, *Frequently Asked Questions about Irish Citizenship and Naturalisation*

<sup>13</sup> INIS 2013, *Civil Partnership*

## 4.3 Continuous Residence in the last 12 Months

**Q.6. Are there any possible concessions that can be made for persons who fail to meet the continuous residence criteria through no fault of their own i.e. applicants who submitted their passport or application for renewal to the GNIB well in advance of the date of expiration of their last stamp but there was a delay in processing the renewal?**

A.6. There are no concessions for persons who do not have the last year continuous reckonable residence. Applicants should only apply if they can satisfy the reckonable residency conditions.

**Q.7. Do landing stamps endorsed on a passport of a person joining their spouse in the State count as reckonable residence for a citizenship application?**

A.7. A landing stamp is counted.

**Q.8. Does travelling outside the State in the 12 months prior to application prejudice 'continuous reckonable residence in the last year'. If so, what is the duration of travel outside the State that has this impact?**

A.8. As long as an applicant has permission to remain in the State and leaves the country for a short period, i.e. holiday, this will have no impact on their application. However, if they are leaving the State for a longer period than an average holiday they must inform the Department of Justice and Equality and the information will be given to the Minister when a decision is to be made.

**Q.9. Does a gap in the last 12 months affect a young adult's application when using parents' permission stamps?**

A.9. The last year continuous residence condition of a young adult's application can be covered by their own permission to remain stamps, their parent's reckonable residence or a combination of both the parent's and young adult's stamps to fulfil the last year continuous reckonable residence condition. Study stamps and school/college letters must also be provided.

## 4.4 Form 8

**Q.10. With regard to Form 8 section 5.4, the question asks if any time in Ireland has been spent studying, with no mention of stamps. How should applicants answer that question, especially young adults, who have obviously spent time studying here and are on stamp 2?**

A.10. The question should be answered giving the details required. The applicant should give the dates at each school/college and state the school/college attended.

**Q.11. Form 8 section 5.5 specifically asks if the applicant was an asylum seeker in the last 9 years. Should applicants in the asylum process immediately prior to 9 years, indicate 'No'?**

A.11. If any part of the applicant's time in the State in the 9 years prior to making their naturalisation application was not spent as an asylum seeker, then the answer to be completed on Form 8 at section 5.5 is 'No'.

**Figure 4.4.1: Sections 5.4 and 5.5 of Form 8**

<p><b>5.4 WAS ANY PART OF YOUR TIME IN THE STATE IN THE NINE YEARS PRIOR TO YOUR APPLICATION FOR THE PURPOSES OF STUDY?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If any of your time in the State in the nine years prior to your application was for study purposes please complete the details below:</p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th colspan="2">Name and Address of School/College/University</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td colspan="2"> </td> </tr> </tbody> </table>				From	To	Name and Address of School/College/University					
From	To	Name and Address of School/College/University									
<p><b>5.5 WAS ANY PART OF YOUR TIME IN THE STATE IN THE NINE YEARS PRIOR TO YOUR APPLICATION SPENT AS AN ASYLUM SEEKER?</b> YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If any part of your time in the State in the last nine years was spent as an asylum seeker please complete the details below:</p> <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Outcome</th> <th>Reference Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				From	To	Outcome	Reference Number				
From	To	Outcome	Reference Number								

- Q.12. If an applicant is divorced/separated and has not remarried, does he/she still have to answer/fill in the question about marital status before marriage section 7 and section 8.1?**
- A.12. Yes, an applicant must complete section 7 and section 8.1 on Form 8.

**Figure 4.4.2: Sections 7 and 8 of Form 8**

**7. STATUS**

7.1 Give your current status:

SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOW(ER)  CIVIL PARTNER

7.2 ARE YOU THE WIDOW / WIDOWER OR WERE YOU THE CIVIL PARTNER OF A DECEASED PERSON WHO AT DATE OF DEATH WAS AN IRISH CITIZEN? YES  NO

7.3 HAVE YOU, SINCE THE DATE OF DEATH OF YOUR IRISH SPOUSE / CIVIL PARTNER, ACQUIRED THE NATIONALITY OF ANOTHER COUNTRY? YES  NO

7.4 HAVE YOU, SINCE THE DATE OF DEATH OF YOUR IRISH SPOUSE / CIVIL PARTNER, MARRIED OR BECOME THE CIVIL PARTNER OF ANOTHER PERSON? YES  NO

CIVIL STATUS AT THE TIME OF MARRIAGE / CIVIL PARTNERSHIP:	SINGLE	MARRIED	SEPARATED	DIVORCED	WIDOW(ER)	CIVIL PARTNER
YOU:						
YOUR SPOUSE / CIVIL PARTNER:						

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**8. FAMILY DETAILS:**

8.1 Please complete the details below in respect of your mother and father and spouse / civil partner (if applicable):

	NAME	BIRTH LAST NAME (IF DIFFERENT)	DATE OF BIRTH	PLACE AND COUNTRY OF BIRTH	PRESENT NATIONALITY
MOTHER					
FATHER					
SPOUSE / CIVIL PARTNER					

- Q.13. Regarding section 9.3 of Form 8, what would be the most appropriate response for an applicant who is not directly claiming social welfare but who is included in the claim of their spouse, or a parent in the case of a young adult? Should they indicate 'Yes' and 'Dependent on Spouse or Parent' under the reason for obtaining social welfare support?**
- A.13. The answer is yes, they should indicate that they are a dependent on their spouse's social welfare claim or parent in the case of a young adult, under the reason for obtaining social welfare support section of Form 8.



Figure 4.4.3: Section 9 of Form 8

**9. MEANS OF SUPPORT:**

9.1 Are you:  
 EMPLOYED  SELF-EMPLOYED  RETIRED  STUDYING  UNEMPLOYED  OTHER

9.2 If you are in employment, please give the name and address of your employer or if you are self-employed, a partner or a director of a company, please provide the name and address used for business:

9.3 HAVE YOU BEEN IN RECEIPT OF A SOCIAL ASSISTANCE PAYMENT OR OTHER STATE SUPPORT IN THE PAST 3 YEARS? YES  NO

9.4 If you answered 'Yes' to question 9.3 please give:

TYPE OF PAYMENT/SUPPORT:	FROM:	TO:	REASON FOR OBTAINING SOCIAL WELFARE SUPPORT:

9.5 Details of your employment(s), if any, in the past 5 years:

FROM:	TO:	JOB/ROLE:	EMPLOYER:

Q.14. If a client has committed a traffic offence i.e. speeding (but was never convicted) does he/she have to tick 'Yes' for 11.2?

A.14. The applicant must answer 'Yes'.

Figure 4.4.4: Section 11 of Form 8

**11. BACKGROUND:**

11.1 HAVE YOU EVER COMMITTED ANY OFFENCES AGAINST THE LAWS OF IRELAND OR ANY OVERSEAS COUNTRY? YES  NO

11.2 DO YOU HAVE ANY CONVICTIONS IN THE STATE OR ANY OTHER COUNTRY (INCLUDING TRAFFIC OFFENCES) OR ANY CIVIL JUDGEMENTS MADE AGAINST YOU? YES  NO

If you answered Yes to question 11.1 and/or 11.2 please answer questions 11.3 to 11.5. If more than one instance provide details in the additional details section.

11.3 DATE OF CONVICTION OR JUDGEMENT:

DAY	MONTH	YEAR

11.4 PLACE WHERE CONVICTION OR JUDGEMENT TOOK PLACE:

11.5 OUTCOME:

- Q.15. Regarding Form 8 section 13, do applicants who are the spouse of an Irish citizen but who are not applying on the basis of being the spouse of an Irish citizen need to respond to section 13.1 and/or 13.2?**
- A.15. If an applicant is married to an Irish citizen or a civil partner to an Irish citizen and does not want to base their application on their marriage/civil partnership, the applicant can answer 'No' to question 13.1 and 13.2 which in turn means they don't answer the rest of the question.

**Figure 4.4.5: Section 13 of Form 8**

**13. APPLICATION BASED ON MARRIAGE TO OR CIVIL PARTNERSHIP WITH AN IRISH CITIZEN**

13.1 IS YOUR APPLICATION BASED ON YOUR MARRIAGE TO AN IRISH CITIZEN? YES  NO

13.2 IS YOUR APPLICATION BASED ON BEING THE CIVIL PARTNER OF AN IRISH CITIZEN? YES  NO

If you are married to, or are the civil partner of an Irish Citizen please complete the additional details below:

13.3 DATE OF MARRIAGE/REGISTRATION OF CIVIL PARTNERSHIP:

13.4 PLACE AND COUNTRY OF MARRIAGE/ CIVIL PARTNERSHIP:

13.5 SPOUSE/CIVIL PARTNER IS AN IRISH CITIZEN BY:

BIRTH  DESCENT  NATURALISATION  POST NUPTIAL DECLARATION  HONORARY

Your spouse or civil partner must complete the applicable Section 15A declaration at the back of this form in the presence of an approved witness on or after the date you sign the Statutory Declaration.

Please supply proof of your spouse's/civil partner's entitlement to Irish Citizenship e.g. a copy of birth certificate certified to be a true copy of the original by a notary public, commissioner for oaths, peace commissioner or solicitor.

If married, please supply a certified copy of the marriage certificate. If the certificate does not show yours and your spouse's marital status immediately prior to the date of marriage, please complete a marriage affidavit and enclose with this application. The form is available on [www.inis.gov.ie](http://www.inis.gov.ie)

If a civil partner, please supply a certified copy of the civil partnership registration.

- Q.16. Some female applicants who are married and who have continued to use their maiden name after marriage, often at the point of application want to change their name on foot of their marriage. They indicate the desire to have a naturalisation certificate issued in their intended marital name should their application be successful. Which would be the most appropriate name to indicate in the application form as present name?**
- A.16. If an applicant wishes to apply for naturalisation in their married name, then the following applies:
- a] If the applicant has a current valid passport that was issued in the applicant's maiden name and subsequently the applicant has got married, then this passport along with the marriage certificate will suffice.

b] If the applicant has married and has had a passport issued after her marriage date in her maiden name, then to apply for naturalisation in her married name, she will have to submit a new/amended passport in her married name, along with the marriage certificate.

**Q.17. Some female applicants who have had a passport issued in their maiden name after their marriage date have amended their passport by having the name of their spouse's endorsed in the passport.**

a] Is this amendment sufficient to allow them to have the application processed in their marital names if this amendment is accompanied with a copy of the marriage certificate? Or will they still be required to obtain new passports in the marital name?

b] Will such applicants be required to obtain new GNIB cards in the marital name or can they submit the card held in the maiden name?

c] Can payslips, bank statements, utility bills etc. issued in the maiden name accompany these applications?

A.17. If the spouse's name has been endorsed on the applicant's passport by the relevant issuing authorities and is accompanied with a copy of the marriage certificate, then INIS will accept the applicant's passport issued in the maiden name (after their marriage date).

A current valid GNIB Card in their maiden name will also be accepted.

Payslips, bank statements, utility bills etc. issued in the maiden name will be accepted; however it is advisable that if they wish to be known by their marriage name, then they should have the above documents changed to reflect same.

**Q.18. In the declaration section on Form 8 what should be written in the box W2?**

A.18. The Commissioner for Oaths, Peace Commissioner, Notary Public or Practising Solicitor will complete this section stating what statutory provision they were granted to witness the statutory declaration.

**Figure 4.4.6: Statutory Declaration**

STATUTORY DECLARATION	
APPLICANT TO COMPLETE IN PRESENCE OF WITNESS	<p>FULL NAME OF APPLICANT    A1</p> <p>I, _____, do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938, as amended by the Civil Law (Miscellaneous Provisions) Act 2008.</p>
	<p>Signed:    SIGNATURE OF APPLICANT    A2                      Date:    DATE WITNESSED    A3</p>
WITNESS TO COMPLETE	<p>Declared before me    NAME OF WITNESS IN CAPITALS    W1    a [notary public] [commissioner for oaths] [Solicitor] [peace commissioner] [person authorised by    INSERT AUTHORIZING STATUTORY PROVISION    W2    to take and receive statutory declarations]</p> <p>by the above named applicant</p>

## 4.5 Form 9

Q.19. With regard to Form 9 section 1.6, what if the minor's parents do not have any record of their Person Identity Number anymore since he/she is now naturalised?  
(See page 3 for definition of Person Identity number)

A.19. The applicant needs to state that they do not have the number.

Q.20. Regarding Form 9 section 2.9, does this section only apply if the minor is aged 16 or over?

A.20. The applicant needs to state that the child does not have the number.

Q.21. With regard to Form 9 section 4, does it need to be filled in even though the child was born in Ireland?

A.21. The date of birth can be used.

Figure 4.5.1: Form 9

FORM 9 - IRISH NATIONALITY AND CITIZENSHIP ACT 1956		Ver 4.2 Mar 13						
<b>APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A NATURALISED IRISH CITIZEN ACTING ON BEHALF OF HIS/HER MINOR CHILD</b>								
<i>Please note before completing the form:</i>								
<p><i>Ensure that the information you provide is true and correct. Section 29A of The Irish Nationality and Citizenship Act 1956, as amended, provides that a person who knowingly or recklessly makes a declaration under this Act, or a statement for the purposes of any application under this Act that is false or misleading in any material respect, shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months, or to both, or on conviction on indictment to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years, or to both. A certificate of naturalisation may be revoked if the certificate was procured by fraud, misrepresentation, (whether innocent or fraudulent), or concealment of material facts or circumstances.</i></p>								
<ul style="list-style-type: none"> <li>Use a black pen. <b>PRINT IN BLOCK CAPITALS</b></li> <li>Cross out any errors and initial any changes</li> <li>Do not use correction fluid</li> <li>Please complete a separate form for each child</li> </ul>	Date Received – Office Use Only							
<b>1. NATURALISED PARENT'S DETAILS</b>								
1.1 FULL NAME:	<input type="text"/>							
1.2 DATE OF BIRTH:	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">DAY</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">YEAR</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
1.3 PLACE AND COUNTRY OF BIRTH:	<input type="text"/>							
1.4 NATURALISATION CERTIFICATE NUMBER:	<input type="text"/>							
1.5 DATE OF NATURALISATION:	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">DAY</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">YEAR</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
1.6 PERSON IDENTITY NUMBER:	<input type="text"/>							
<i>Please supply a copy of the Naturalisation Certificate with this application</i>								
<b>2. MINOR'S DETAILS</b>								
2.1 GIVEN/FIRST NAME(S):	<input type="text"/>							
2.2 FAMILY/LAST NAME:	<input type="text"/>							
2.3 MOTHER'S BIRTH LAST NAME:	<input type="text"/>							
2.4 PLACE AND COUNTRY OF BIRTH:	<input type="text"/>							
2.5 DATE OF BIRTH:	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">DAY</td> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">YEAR</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		DAY	MONTH	YEAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
2.6 GENDER:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>							
2.7 PRESENT NATIONALITY:	<input type="text"/>							
2.8 PPS NUMBER: (Personal Public Service Number)	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> </tr> </table>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
2.9 PERSON IDENTITY NUMBER:	<input type="text"/>							
2.10 DOES YOUR MINOR CHILD HAVE REFUGEE STATUS?	YES <input type="checkbox"/> NO <input type="checkbox"/>							
<i>Please supply a photocopy of your minor child's original Long Form Civil Birth Certificate that has been certified to be a true copy of the original by a notary public, commissioner for oaths, peace commissioner or solicitor</i>								

3. RESIDENTIAL ADDRESS (PARENT AND MINOR)					
3.1 PRESENT ADDRESS:	<input type="text"/>				
3.2 EMAIL ADDRESS:	<input type="text"/>				
3.3 DAYTIME TELEPHONE NUMBER:	<input type="text"/>				
3.4 EVENING TELEPHONE NUMBER:	<input type="text"/>				
3.5 MOBILE NUMBER:	<input type="text"/>				
4. RESIDENCY DETAILS (MINOR)					
4.1 DATE OF ARRIVAL IN IRELAND:	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>				
4.2 PASSPORT NUMBER:	<input type="text"/>				
4.3 NUMBER OF YEARS RESIDENT IN THE STATE:	<input type="text"/>				
5. EDUCATIONAL DETAILS (MINOR)					
5.1 NAME OF SCHOOL:	<input type="text"/>				
5.2 DATE OF ENROLMENT:	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>				
5.3 PERIODS OF ATTENDANCE:	<table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	FROM	TO	<input type="text"/>	<input type="text"/>
FROM	TO				
<input type="text"/>	<input type="text"/>				
<p>Please supply a letter from each school that your minor child has attended while resident in the State from date of arrival to the date of this application showing enrolment dates and periods of attendance. If your child has attended school for less than 5 years please provide (a) a letter from the Department of Social Protection stating that you are in receipt of Child Benefit for the minor child and the date the payment commenced and (b) a letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the dates your child attended the surgery.</p> <p>If your child is aged 16 or over, please provide a copy of his or her GNIB card.</p>					
<p>I, <input type="text" value="NAME IN FULL"/>, being the parent of the person to whom the particulars given above relate, hereby apply on his / her behalf to the Minister for Justice and Equality for a certificate of naturalisation.</p>					
SIGNATURE OF PARENT:	<input type="text"/>				
DATE OF APPLICATION:	<input type="text" value="DAY"/> <input type="text" value="MONTH"/> <input type="text" value="YEAR"/>				

- Q.22. Some parents of children born after 2005 and not entitled at birth have now become naturalised and want to make application under Form 9. Since Form 9 is to be completed by a naturalised parent of a minor child, is this the correct form?**
- A.22. Yes, it is correct. Form 9 is used in an application for naturalisation by a naturalised Irish citizen acting on behalf of his/her minor child.
- Q.23. Where a child born in the State is less than 5 years old can the parent use Form 9?**
- A.23. Only a naturalised parent can use a Form 9. If a child was born after 01 January 2005 and not entitled to citizenship at birth, the parent's may apply for naturalisation on their child's behalf after the child's 5th birthday using Form 11. If the parent's are naturalised they can apply for naturalisation on the child's behalf using Form 9 and after the child's 3rd birthday.
- Q.24. Can a naturalised parent of a minor born in the State but not entitled to citizenship at birth use Form 11? The naturalised parent may not have applied for a passport for the minor since birth, and since naturalisation has lost entitlement to their original nationality and thereby cannot pass on that nationality to the minor or obtain any passport for the child for a Form 9 application.**
- A.24. No, a naturalised parent must use Form 9.

## 4.6 Irish Association

**Q.25. What exactly does ‘Irish Association’ mean? What kind of relationship constitutes that kind of association?**

**A.25.** Applying for citizenship based on ‘Irish Association’ means the applicant is related to an Irish citizen by blood, adoption or affinity. <sup>14</sup>A person whose father or mother was an Irish citizen at the time of his/her birth is automatically an Irish citizen. A person whose grandfather or grandmother was born in Ireland may become an Irish citizen by registering in the Foreign Births Register at an Irish Embassy or Consular Office or at the Department of Foreign Affairs. A person whose great-grandfather or great-grandmother was born in Ireland may register for Irish citizenship provided that their parents had registered in the Foreign Births Register at the time of the person’s birth.

The following table may help to explain the situation:

If you are:		then you are
<b>A</b>	born in the island of Ireland to an Irish Citizen or to a non-Irish national who satisfied certain conditions at the time of your birth	an Irish citizen or entitled to Irish citizenship
<b>B</b>	a child of <b>A</b> , born outside the island of Ireland	an Irish citizen
<b>C</b>	a child of <b>B</b> and a grandchild of <b>A</b> , born outside the island of Ireland	entitled to Irish citizenship, but you must first register in the Foreign Births Register.
<b>D</b>	a child of <b>C</b> and a great-grand-child of <b>A</b> , born outside the island of Ireland	entitled to Irish citizenship, by having your birth registered in the Foreign Births Register, <i>but only</i> if your parent <b>C</b> had registered by the time of your birth.

<sup>14</sup> INIS 2013, *Citizenship Through Descent*

## 4.7 Minors

**Q.26. If a minor is brought to Ireland by a naturalised Irish sibling through family unification, is the minor able to apply for naturalisation based on Irish Association? If so, which form should the applicant use?**

**A.26.** Form 10 should be completed by the guardian on behalf of their minor child who has an Irish Association.

**Q.27. What is the ideal situation where a parent/guardian seeks to apply for a minor whose name on their national passport omits a name on the birth certificate? Do the applicants need to obtain new national passports for the minor with a name identical to that in the birth certificate?**

**A.27.** The passport is used as the main identification document; therefore, the name on the passport is the name that will be inserted on to the naturalisation certificate if the application is successful. If the parent/guardian requires the omitted name to be inserted on to the naturalisation certificate then they will be required to obtain an amended passport containing the required name(s).

**Figure 4.7.1: Form 10**

FORM 10 IRISH NATIONALITY AND CITIZENSHIP ACT 1956		Ver 4.0 Nov 11
APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A PARENT OR GUARDIAN ACTING ON BEHALF OF A MINOR OF IRISH DESCENT OR IRISH ASSOCIATIONSATIONS		
<p>THIS FORM SHOULD BE COMPLETED ELECTRONICALLY. IF A FIELD DOES NOT APPLY THEN TYPE N/A. WHEN YOU HAVE COMPLETED ALL FIELDS ON THIS FORM YOU SHOULD PRINT IT OUT AND SIGN AND DATE THE DECLARATION. THE FORM AND ALL REQUIRED DOCUMENTATION SHOULD THEN BE POSTED TO: Citizenship Applications F10, DNS, Heffernan House, Dundrum Road, Tipperary Town.</p>		
1. PARENT/GUARDIAN DETAILS		
	FATHER:	MOTHER:
1.1 FULL NAME OF PARENTS:	<input type="text"/>	<input type="text"/>
1.2 DATE OF BIRTH OF PARENTS:	<input type="text"/>	<input type="text"/>
1.3 PLACE AND COUNTRY OF BIRTH OF PARENTS:	<input type="text"/>	<input type="text"/>
1.4 PRESENT NATIONALITY OF PARENTS:	<input type="text"/>	<input type="text"/>
1.5 PRESENT ADDRESS OF PARENTS:	<input type="text"/>	<input type="text"/>
Town/City	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>
1.6 IS THE APPLICATION BEING MADE BY A PARENT OR GUARDIAN?	<input type="text"/>	
If the application is being made by a guardian, please give:		
1.7 FULL NAME OF GUARDIAN:	<input type="text"/>	
1.8 PRESENT ADDRESS OF GUARDIAN:	<input type="text"/>	
Town/City	<input type="text"/>	
County	<input type="text"/>	
2. MINOR'S DETAILS		
2.1 GIVEN/FIRST NAME(S) OF MINOR:	<input type="text"/>	
2.2 FAMILY/LAST NAME OF MINOR:	<input type="text"/>	
2.3 MOTHER'S BIRTH LAST NAME:	<input type="text"/>	
2.4 PLACE & COUNTRY OF BIRTH OF MINOR:	<input type="text"/>	
2.5 DATE OF BIRTH OF MINOR:	<input type="text"/>	
2.6 GENDER OF MINOR:	<input type="text"/>	
2.7 PRESENT NATIONALITY OF MINOR:	<input type="text"/>	

2.8 PPS NUMBER:  
(If a PPS No. has been allocated to your child)

2.9 PERSON IDENTITY NUMBER:  
(If not has been allocated to your child)

2.10 DATE OF ARRIVAL IN IRELAND OF MINOR:

2.11 DOES YOUR MINOR CHILD HAVE  
REFUGEE STATUS?

Please supply copies of both your and your minor child's original Long Form Child Birth Certificates certified as true copies of the original

**3. EDUCATIONAL DETAILS (MINOR)**

3.1 NAME OF SCHOOL:

3.2 DATE OF ENROLMENT:

3.3 PERIODS OF ATTENDANCE: Date From: Date To:

Please supply a Letter from each school that your minor child has attended while resident in the State from date of arrival to the date of this application (showing enrollment dates and periods of attendance. If your child has attended school for less than 2 years please provide (a) a letter from the Department of Social Protection stating that you are in receipt of Child Benefit for the minor child and the date the payment commenced and (b) a letter from your doctor stating that your child is registered with the practice, the date your child was first registered and the date your child attended the surgery.

**4. DETAILS OF IRISH DESCENT OR IRISH ASSOCIATIONS BEING CLAIMED (MINOR)**

4.1 PARTICULARS OF IRISH DESCENT OR IRISH ASSOCIATIONS:

Please submit copies of all documentation proving your Irish Associations e.g. Irish certificates, foreign birth registry entry, naturalisation certificate. All copies should be certified as true copies of original documents. See guidance documentation.

I, \_\_\_\_\_ being the parent or guardian of the person to whom the particulars given above relate, hereby apply on his/her behalf to the Minister for Justice and Equality for a certificate of naturalisation.

SIGNATURE OF PARENT OR GUARDIAN:

DATE:

PERSON IDENTITY NUMBER:  
(This is your Immigration Number, if you have one)

EMAIL ADDRESS:

DAYTIME TELEPHONE NUMBER:

EVENING TELEPHONE NUMBER:

MOBILE NUMBER:

## 4.8 Naturalisation

**Q.28. Some applicants believe that persons on social welfare may not apply for citizenship. Please confirm whether persons on social welfare can apply for citizenship.**

**A.28. If an applicant fulfils the criteria for naturalisation it is open to them to apply for naturalisation.**

**Q.29. Some applicants are unsure as to the length of waiting time to process their citizenship application. Some couples present where the couple applied for citizenship on the same day with one being granted citizenship while the other has not received any correspondence regarding his/her application. Why did one receive a decision on their application before the other?**

**A.29. The nature of the naturalisation process is such that for a broad range of reasons some cases will take longer than others to process.**

## 4.9 New Naturalisation Application Forms

**<sup>15</sup>Q.30. I am in the process of completing an application on the old citizenship form. Can I complete this application?**

**A.30. No, you should download the current version of the application form and complete it.**

<sup>15</sup> INIS 2013, *Frequently Asked Questions about Irish Citizenship and Naturalisation*



## 4.10 Refugees

**Q.31. Since refugees do not have stamps placed in travel documents, does the letter confirming refugee status for parents replace stamps in the case of a young adult refugee?**

A.31. The young adult should submit proofs of residence for the parent i.e. household bill, revenue documents, social welfare documents, doctor's letters etc. along with the letter confirming his/her refugee status.

**Q.32. What is the best way of proving 3 years residency in the State for a refugee seeking to make an application for naturalisation? Is the date that the refugee first made an application for asylum to be included in calculating the requisite residence?**

A.32. If the applicant has a letter stating that they have refugee status, then the date of arrival is the date taken for calculating reckonable residence.

**Q.33. Is a copy of the letter granting refugee status and current GNIB card the only proof of residence required for a refugee?**

A.33. Yes, however a copy of their current up to date travel document and birth certificate/birth affidavit is required for their identification.

**Q.34. In counting residency periods for refugees do applicants use the date on the letter granting refugee status or the date when asylum was first sought? Some letters make no reference to the date when asylum was first sought.**

A.34. If an applicant has refugee status then all time from date of entry into the State is counted.

**Q.35. Do all pages of the travel document need to be photocopied for refugee applicants?**

A.35. No, a copy of the pages showing their name, date of birth and date of issue and expiry of the travel document is all that is required. The travel document must be a current up to date travel document. Out of date travel documents will not suffice.

**Q.36. Do minor children who have been granted refugee status in their own right have to wait for their parents to be naturalised to make an application for citizenship on Form 9? Or can these children make an application on Form 9 when they meet the 3 year residence criteria for refugees? Some children may have refugee status whilst their parents may not.**

A.36. Only a parent or legal guardian can apply for a child under 18. Refugee status does not change this.

**Q.37. Do refugees have to pay the statutory application fee of €175?**

A.37. Yes, all applicants must pay the statutory application fee of €175.

## 4.11 Spouse of an Irish or EU Citizen

- Q.38. When applying as a spouse of a naturalised Irish citizen does the Irish citizen spouse need to provide both a naturalisation certificate and a copy of their passport, or one or the other?**
- A.38. If a person is applying for naturalisation on the basis of being married to an Irish citizen, and the Irish citizen has themselves been naturalised, then it is acceptable to submit a copy of the Irish citizen's naturalisation certificate only.
- Q.39. A number of applicants have been presented with letters granting them residence on the basis of marriage to an EU national and backdating their residency based on the decision in the Metock case. Although the letters granting residence state that the residency is backdated following the Metock ruling, the applicants' registration with the GNIB was at a subsequent date. Can such applicants include the letter from the EU Treaty Rights Section stating the date of the commencement of their residence? Can the period stated in the letter be calculated when computing their residence in the State as this often has an impact on whether they meet the 5 year residence requirement or not?**
- A.39. In the Metock cases proofs of residence in the State will be accepted for the period of the date stated on the EU Treaty Rights letter up to the date of 1st registration with GNIB.

## 4.12 Supporting Documents

- Q.40. Can an applicant still send an application with an expired GNIB card, if at the time the statutory declaration was signed by the solicitor, it was still valid i.e. GNIB card and passport expired 01 April 13 and had not been renewed yet. However, the statutory declaration was signed on 06 March 13 when the person was still eligible. What date is taken into account – date of declaration (date client signed in front of solicitor) or the date the application was submitted?**
- A.40. An applicant's permission to remain should always be kept up to date. The identity page of the passport is used as the main identity document and should be a current up to date passport. If submitting an out of date passport and GNIB card with an application even if it was in date on the date the statutory declaration was signed, a written explanation must be given and a copy of the up to date documents must be submitted as soon as they are renewed.
- Q.41. What kind of documentation does a self-employed person need to submit to prove he/she is working?**
- A.41. If an applicant is self-employed, a partner or a director of a company, they need to provide the name and address used for business as indicated in section 9 on the Form 8 application.

**Q.42. A person has changed his/her name and is using the new name on their driver's license, pay slips, bank statements etc. but the passport is still in the former name. Should the person declare his/her name change as he/she will have to use the former name in the passport for the application but all other documents will be in the new name?**

A.42. In most cases INIS will accept the name change i.e. if the person marries and has changed the name on their documents but not their passport, they can apply for naturalisation using the married name and submit a copy of the marriage certificate. If a person divorces and they want to use their single name and the passport shows their marriage name, they can apply using their single name and submit a copy of the divorce papers. However if they change their name by deed pole they must submit a passport in the name in the deed pole. The passport must show the name on the deed pole.

**Q.43. If an EU citizen does not have a current passport can they use a picture ID, for example an Irish driving licence or National ID from their country to apply for naturalisation/citizenship?**

A.43. The National Identity Card can be used to verify the EU Nationals identity providing they also submit a copy of their birth certificate and translation if applicable. A driving licence cannot be used as an identifying document for the purpose of applying for Irish naturalisation.

**Q.44. With regard to the birth certificate requirement, do applicants need to certify the document or will a copy of it suffice?**

A.44. A copy of the original civil birth certificate and a copy of a translation into English if the certificate is in a language other than English or Irish will suffice.

**Q.45. If a client submits original certificates for naturalisation, i.e. birth certificate and marriage certificate, instead of certified copies of the original, is that sufficient?**

A.45. Original birth certificates etc. should not be sent with any application, certified copies only.

**Q.46. Please confirm that the total number of payslips required is 3 and not 3 months pay slips.**

A.46. The total number of payslips required is 3 (dated within the last 6 months).

<sup>16</sup>**Q.47. Will the documents the applicant submits be returned to the applicant?**

A.47. It is advisable that applicants keep copies of all documents submitted with their application. Original documents such as marriage/birth certificates will be returned. However, bank statements, letters of invitation etc will not be returned. If there are specific documents that you wish to have returned to you, please submit a list of these with your application.

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<sup>16</sup> INIS 2013, *Frequently Asked Questions about Irish Citizenship and Naturalisation*

## 4.13 Young Adults

- Q.48. **How long does a young adult need to be in the country before he/she is eligible to apply for their naturalisation?**
- A.48. If a young adult is applying for naturalisation, the general rule is that he/she would have a minimum 5 years reckonable residence in the State.
- Q.49. **Should periods spent in the State in the last 9 years for all young adult applicants prior to their turning 16 be included when calculating residence in the State?**
- A.49. For periods before their 16th birthday, their parent's reckonable residence and school letters will be taken as reckonable residence for the young adult, up to 9 years before the date of the application.
- Q.50. **Some young adults encounter difficulty obtaining and renewing stamp 2 once they have completed secondary school and, as a result, may have gaps in their stamps due to no fault of their own. Are there any possible concessions that can be made for a young adult with gaps due to difficulties that are encountered in renewing stamps at the GNIB?**
- A.50. Adults who come into the State as minors must register at the age of 16. At the age of 16 they should receive the same stamp as their parents and not a stamp 2, as they did not come into the state to study. If further complications arise, applicants should contact the GNIB as they deal with the issuing of stamps.
- Q.51. **In the case of a young adult's application where a parent has become an Irish citizen and no longer has old passport/stamps or where stamps expired, what stamp or ID is required to prove the residence of the young adult in the State?**
- A.51. In the case of a young adult's application where the parent has been naturalised, the young adult should submit a copy of the parent's naturalisation certificate, a copy of the parent's Irish passport and copies of each of the parent's permission to remain stamps where possible. In cases where the parent no longer has old passport/stamps, etc. the parent can write to Detective Chief Superintendent, Garda National Immigration Bureau, 13/14 Burgh Quay, Dublin 2, requesting a letter of their reckonable residence. When a response is received a copy of the letter can be submitted to this office.
- Q.52. **Does the 1 year continuous residency in the last year for young adults apply strictly to the stamps on the young adult applicant's passport or can they benefit from their parents continuous residence in the last year?**
- A.52. If the young adult has school/college letter for the period in question, then the applicant can benefit from their parents reckonable residence.



**Citizenship  
Application  
Support Service  
Locations**

## For FREE Citizenship Support & Information

Call National Helpline 01 809 0040

or

Visit Free Drop in Clinics

### Monday

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#### **Dun Laoghaire Citizens Information Centre**

Marina House, Clarence Street, Dun Laoghaire, Co. Dublin.

**10am – 1pm** (Third Monday of each month only)

For Appointment: Tel: 076 107 7400

#### **Carmelite Citizens Information Centre**

Carmelite Community Centre, 56 Aungier Street, Dublin 2.

**2 – 4pm**

For Appointment: Tel: 076 107 7110 (*Rathmines CIC*)

### Tuesday & Thursday

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#### **NCP Dublin**

53 Upper Dorset Street, Dublin 1.

**10am – 4pm**

No Appointment Necessary

Tel: 01 872 7842

#### **NCP Cork**

107 Shandon Street, Cork.

**10am – 4pm**

No Appointment Necessary.

Tel: 021 239 9910

## Wednesday

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### **Citizens Information Centre Blanchardstown,**

Westend House, Snugbrough Road Extn, Blanchardstown, Dublin 15.

**10am – 1pm**

For Appointment: Tel: 076 107 5040

### **Lucan Citizens Information Centre**

Ballyowen Castle Community Centre, Ballyowen, Lucan, Dublin.

**2 – 4pm**

For Appointment: Tel: 076 107 5090

### **Clondalkin Citizens Information Centre**

Luke Cullen House, Oakfield Industrial Estate, Clondalkin, Dublin 22.

**2 – 5pm**

For Appointment, Tel: 0761 07 5100

### **Tallaght Citizens Information Centre**

The Square, Tallaght, Dublin 24.

**2:30 – 5pm** (First & third Wednesday of each month only)

For Appointment: Tel: 076 107 8340

## Friday

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### **Dublin City Centre CIS**

O'Connell Street, Dublin 1.

**10am – 1pm**

For Appointment: Tel: 076 107 7230

### **Citizens Information Centre Dundrum Town Centre**

Dundrum, Dublin 16.

**2:30 – 4:30pm** (First Friday of every month only)

For Appointment: Tel: 0761 07 7430

### **Citizens Information Centre Limerick,**

54 Catherine Street, Limerick.

**2 – 4pm**

For Appointment: Tel: 0761 07 5780

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Citizens **Information Board**

*information · advice · advocacy*

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Department of Justice, Equality and Law Reform  
*An Roinn Dlí agus Cirt, Comhionannais agus Athchóirithe Dlí*



Comhshóol, Pobal agus Rialtas Áitiúil  
Environment, Community and Local Government

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