



Application for permission to remain in the State as the parent of an Irish Citizen Child

This application is for non-EEA nationals who are parents and carers for Irish citizen minor children.

You should use this form if

- You are in Ireland, **and**
- You are the parent of an Irish Citizen minor child who is living in the State, **and**
- You play an active role in the care of the child, **and**
- You have been refused registration at your local immigration office and referred to make an application to ISD.

How to complete this form

- Read the guidelines on the website for Parent of an Irish Citizen Child

<https://www.irishimmigration.ie/my-situation-has-changed-since-i-arrived-in-ireland/the-parent-of-an-irish-citizen-child/>

- Complete all sections of the form fully using a computer, smartphone, or tablet. All sections must be completed, and the required documentation must be provided. The declaration in section 5 and section 7 must be signed.
- Complete the form in English, in block capitals, and tick the boxes (☐) where appropriate.
- This application must be filled out and submitted electronically. This application form is an editable PDF which will allow you to fill in the required information and sign the document digitally. Typed signatures are accepted.
- Please refer to the checklist in Section 8 of this form for details of documents which must be submitted with this form.
- If you are unable to provide any of the information or details requested please provide an explanation indicating the reasons for this in Section 6 of this form.
- It is your responsibility to advise the Immigration Service Delivery (ISD) of any change of circumstances in writing without delay.
- Only one application should be made per application form.
- The granting of permission on the basis of parentage of an Irish Citizen Child does not entitle any other person/family member to enter or reside in the State.
- Applications will not be accepted from persons outside the State.

INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED

How to submit this form

- Remember to save the form after filling it in completely.
- Email the completed form and any supporting documentation to DRPcustomerservice@justice.ie. Use the subject line 'Parent of Irish Citizen Child Application'.
- After the application is received from you will receive a ticket number. Further documentation can be submitted in direct reply to this ticket email. This may be required if an attachment limit is reached per email.
- Further documentation may be requested from you if required. Requests will be issued to your email correspondence address.

Data Privacy Notice

1. The data you provide in this form and in associated correspondence is collected by the Immigration Service Delivery (ISD), a part of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: Domestic Schemes – Residence Division, Immigration Service Delivery, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
2. You can contact the Data Protection Officer for the Department of Justice by writing to Data Protection Officer, Department of Justice, 51 St Stephen's Green, Dublin 2, D02 HK52. Or by email to dataprotectioncompliance@justice.ie
3. We will use the personal data you provide in this form and in associated correspondence for the purpose of assessing your eligibility for permission to remain in the State, and verifying your identity and the identity of the other people named in this form.
4. We may also use the personal data provided in this form and in associated correspondence as part of any future considerations regarding the applicant's immigration or status.
5. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:
To fulfil the function of the Minister for Justice (Management of inward migration to the State (Immigration) as designated in the Ministers and Secretaries Act 1924 (as amended).
6. We are obliged to collect and process this data to ensure the effective and efficient operation of the immigration services of Ireland, which fulfils an important public interest.
7. The personal data provided here will be stored securely in the immigration service's databases. It may be shared, if necessary, with the following third parties:
 - Government departments and agencies;
 - An Garda Síochána.
8. The personal data you provide in this form and in associated correspondence is necessary for us to process your application and to issue a decision, whether for you or on behalf of a minor. If you do not provide this data, the application cannot be processed.
9. This data may be retained until we can be sure that you will not have any further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.
10. You and any person named in this form have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at www.justice.ie/en/JELR/Pages/Data_Protection, and sending it to subjectaccessrequests@justice.ie. You may be required to verify your identity before we send the information to you.
11. You and any person named in this form have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Data Controller, Domestic Residence Permissions, Immigration Service Delivery, the Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70, explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to the processing.
12. You have a right to lodge a complaint with the Data Protection Commission if you believe we are processing your personal data unlawfully. Information about how to make a complaint can be found on www.dataprotection.ie or Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.

I acknowledge that I have read and understood the information provided above by the Department of Justice for the purposes of ensuring fair and transparent processing of my personal data.

Name of applicant _____

Signature _____

Date

(Typed signatures are accepted)

Section 1**Applicant's personal details**

In this section, you will need to provide some personal details about yourself.

1.1 Surname(s) (as shown in passport)**1.2 Forename(s) (as shown in passport)****1.3 Other name(s) (maiden name, name at birth, any other names) by which you are or have been known****1.4 Date of birth****1.6 Nationality****1.7 What is your relationship status? (✓)**

- Single Married Civil partner Divorced Widowed
 Unmarried Partner Surviving Recognised Civil Partner

1.8 Current address in the State**1.9 Eircode**

1.10 Phone number (mobile number or landline number)

1.11 Person ID (if you have one)

1.14 Email address

Section 2 Immigration history of applicant

2.1 What date did you move to Ireland?

2.2 GNIB number (if you have one)

2.2 How did you enter Ireland? (✓)

Airport

Seaport

Land Border

2.4 What was your status on arrival in Ireland (✓)

Asylum seeker

Family member of EU citizen

Employment Permit or Green Card Permit

Student

Visitor

Entry without permission

Other (please give Details)

2.5 Give a general outline of your immigration history in the State (have you ever applied for a “C/D” visa or asylum in the State? Have you ever obtained a previous permission from the Department of Justice or the Garda National Immigration Bureau (Stamp 1, Stamp 2 etc?)

Section 3 Details of Irish citizen child

In this section you will need to provide some personal details about your Irish citizen child

3.1 Surname(s) (as shown on birth certificate)

3.2 Forename(s) (as shown on birth certificate)

3.3 Date of birth

3.4 Place of Birth (city/town, country)

Section 3A Passport details of the Irish citizen child

In this section, you will need to provide details about the Irish citizen child's passport.

3.6 Passport number

3.7 Date of issue

3.8 Date of expiry

Section 3B

Your relationship with the Irish citizen child

3.9 Is the Irish citizen child normally resident in the same household as you? (✓)

Yes

No

If no, provide details:

3.10 Outline in detail the emotional and financial role that you play in the daily life of your Irish citizen child

Section 4 Details of other biological parent of the Irish citizen child

In this section, you will need to provide some personal details about the other biological parent of the Irish citizen child.

4.1 Surname(s) (as shown in passport)

4.2 Forename(s) (as shown in passport)

4.3 Other name(s) (*maiden name, name at birth, any other names*) by which the other biological parent may be or have been known as

4.4 Date of birth

4.5 Nationality

4.6 Place and Country of Birth

4.7 What is their relationship status? (✓)

- Single Married Civil partner Divorced Widowed
 Unmarried Partner Surviving Recognised Civil Partner

4.8 Current address

4.9 Eircode

4.10 Person ID (if they have one)

4.13 Outline in detail the timeline of your relationship with the other biological parent of the Irish citizen child. You must tell us what the current status of this relationship is.

Section 5

Criminal Declaration

- This section asks about any criminal convictions you have.
- This section asks about any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism.
- If you fail to answer all of these questions as fully and accurately as possible, your application for permission to remain may be refused

5.1 Have you ever been charged or indicted in any country (including Ireland) with a criminal offence for which you have not been tried in court? (✓)

Yes (*give details below*) No

Charge/Indictment No. 1	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 2	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Charge/Indictment No. 3	
Name under which you were charged	
Country where you were charged/indicted	
Type of offence	

Please note, if you have received more than 3 charges/indictments, please provide additional details in a Section 6 – Additional Information.

5.2 Have you ever been convicted of an offence in Ireland or abroad? If yes, please provide details for EACH criminal conviction, starting with the most recent one. (✓)

Yes (*give details below*) No

Criminal conviction No. 1	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Criminal conviction No. 2	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Criminal conviction No. 3	
Name under which you were convicted	
Country where you were convicted	
Type of offence	
Sentence given	
Date sentenced	
Term of imprisonment, if any, in months	

Please note, If you have received more than 3 criminal convictions, please provide details at the end of this application form in Section 6.

5.3 Are there, or have there ever been, any Court Orders in relation to Family Law matters to which you are/were party e.g. Barring Order, Care Order, Protection Order and safety Order etc

Yes (*give details below*) No

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5.4 Have you ever been a member of or given support to an organisation which has been associated with terrorism, served in a military force, or been involved in war crimes? (✓)

Yes (*give details below*) No

Please note that reports are obtained from An Garda Síochána and may be requested from other government departments and agencies. Failure to disclose any material matter means that you will have made a false declaration, which will adversely affect this application.

I declare that the above information in relation to my criminal convictions I have submitted is complete and is true to the best of my knowledge.

Signature _____ **Date**

(Typed signatures are accepted)

Section 6**Additional Information**

6.1 Please provide any other information that you consider relevant to the application. If you are unable to provide any of the information or details requested within this form then please provide an explanation below indicating the reasons why.

Section 7**Declaration****Declaration: Applicant**

I declare that the above information I have given is complete and is true to the best of my knowledge. I understand that any false or misleading information will result in the refusal of this application.

Signature

Date

(Typed signatures are accepted)

Section 8**Document checklist**

Please provide the following copies as specified. Original documentation will be returned to you by registered post. Please note that ISD may request further information/documentation during the course of processing the application. **Failure to forward the required documentation requested below will result in your application form being refused.**

Document description	Tick if you have submitted (✓)
Identity documents of applicant (must be provided)	
Copy of the bio data page of the applicant's current passport	<input type="checkbox"/>
Identity documents of Irish citizen child (both must be provided)	
Copy of the child's birth certificate	<input type="checkbox"/>
Copy of bio data page of the child's current Irish passport	<input type="checkbox"/>
Evidence of the child's residency in the State (please provide two of the following)	
Copy of Immunization passport	<input type="checkbox"/>
Letter from doctor confirming their attendance at medical appointments	<input type="checkbox"/>
Letter from school/crèche confirming attendance	<input type="checkbox"/>
Evidence of the applicant's residency in the State (please provide two of the following)	
Letter from rental agency, rental contract, or tenancy agreement	<input type="checkbox"/>

Letter of Registration of Tenancy from the Private Residential Tenancies Board	<input type="checkbox"/>
Utility bills in the applicant's own name	<input type="checkbox"/>
Bank statements in the applicants own name	<input type="checkbox"/>
Mobile phone bills in the applicants own name	<input type="checkbox"/>
Documentation received from another Government Department	<input type="checkbox"/>
Evidence that the applicant is playing an active role in the life of the Irish citizen child (please provide two of the following)	
Letter from school/crèche providing records that the parent attended parent/teacher meetings, or that they drop off or collect the child	<input type="checkbox"/>
Letter from the doctor confirming that the applicant attended medical appointments with the child	<input type="checkbox"/>
Access Orders/Agreements and letter from the other biological parent confirming attendance at access appointments	<input type="checkbox"/>
Maintenance Orders/Agreements and proof of maintenance payments.	<input type="checkbox"/>
Letter from child's social worker confirming applicant's role in the citizen child's life	<input type="checkbox"/>
Statutory declaration from the other biological parent of the Irish citizen child outlining the emotional and financial role the applicant plays in the life of the citizen child.	<input type="checkbox"/>
Evidence of your relationship with the other biological parent of the Irish citizen child since your relationship began and prior to the birth of the Irish citizen child (please provide two of the following)	
Marriage certificate	<input type="checkbox"/>
Evidence that you are residing together, or have ever resided together as a couple	<input type="checkbox"/>
Evidence of travel together, i.e. tickets, boarding passes	<input type="checkbox"/>
Dated evidence of electronic communications such as social media activities, texts, WhatsApp messages, Viber messages, record of Skype calls.	<input type="checkbox"/>