

APPEALS PROCEDURE

Important: The information contained in this note is intended only as a guideline. It does not limit the discretion of the Visa Appeals Officer in dealing with individual applications.

What if I am refused a visa?

Remember: A Visa Officer will process your application on its merits and on the basis of the documentation you present. If you are refused a visa, you must carefully consider the refusal reasons listed on your refusal letter in conjunction with the documentation required for a specific [visa type](#).

NOTE: If you submit any false or misleading information, or false supporting documentation as part of your application, it may result in the refusal of your application without the right of appeal. This will be noted on your refusal letter. It may also result in your being prevented from making further Irish visa applications for a period of 5 years.

How do I lodge an appeal?

The visa reference number must be quoted on all future correspondence. You may appeal this decision by writing to the Visa Appeals Officer at:

**Visa Office, 5th Floor
Irish Naturalisation and Immigration Service
13/14 Burgh Quay
Dublin 2
Republic of Ireland**

NOTES: If your application was refused in one of our overseas visa offices, i.e., [Abu Dhabi](#), [Abuja](#), [Beijing](#), [London](#), [Moscow](#) or [New Delhi](#), you should submit your appeal to the same office.

Appeals must be submitted in hard copy. **Faxed or emailed appeals will not be considered.**

Unless your application was processed in the Visa Office, Dublin at first instance, **DO NOT** send your passport with your appeal.

A covering letter stating that you are appealing the refusal must be provided. Failure to provide this can delay your appeal being processed. Please also provide a contact email address.

If you have a sponsor or legal advisor in Ireland who you wish to communicate with this office on your behalf, a letter of authority in accordance with the Data Protection Act 2003 allowing this person to do so must be provided.

Any further information or additional documentation which you wish to have taken into account should be sent; however, provision of such does not guarantee approval of the application.



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DEPARTMENT OF JUSTICE AND EQUALITY

Irish Naturalisation and Immigration Service



Is there a time limit?

Yes. Refusals must be appealed within 2 months of the refusal date shown on your letter.

How much does it cost?

There is no charge for an appeal against refusal of a visa.

What happens when I make my appeal?

The Appeals Officer will review the application, taking account of any further comments you have made in the grounds of appeal and of any supporting documentation submitted. Following examination, the original decision may be reversed.

If the Appeals Officer does not alter the decision, you will be notified in writing.

How long will my appeal take?

In general, appeals will take 8 weeks to process from the date of receipt. Processing times may increase where the provision of additional documentation is requested or a detailed assessment of family rights under the Constitution and the European Convention on Human Rights are required.

Will my documents be returned?

NOTE:

We cannot guarantee safe delivery of any original documents submitted outside of Ireland. If there are particular documents that you wish to have returned, please provide a list of these documents with your appeal.

Ensure the address to which you wish to have them sent is clearly written.

Please also indicate if you would like the documents:

sent to your sponsor or nominated reference in Ireland,

or

returned to you directly. In this instance, you will be contacted about the result of your appeal and you can arrange for a courier to pick them up on your behalf.

Please note the INIS will not bear any associated costs.

[Updated April 2015]