

**APPLICATION FOR A CERTIFICATE OF NATURALISATION
BY A PARENT OR GUARDIAN ACTING ON BEHALF OF A MINOR OF IRISH
DESCENT OR IRISH ASSOCIATIONS - GUIDANCE NOTE****IMPORTANT! PLEASE READ CAREFULLY**

THIS FORM ALLOWS YOU TO TYPE YOUR RESPONSES INTO THE APPLICATION FORM USING A COMPUTER. WHEN YOU HAVE COMPLETED ALL FIELDS, YOU SHOULD PRINT THE FORM, SIGN AND DATE IT AND POST IT TO THE ADDRESS OVERLEAF, ENCLOSING ALL OF THE REQUIRED DOCUMENTATION SPECIFIED BELOW.

DO NOT POST YOUR APPLICATION FORM WITHOUT ENCLOSING ALL OF THE REQUIRED DOCUMENTATION. IF DOCUMENTS ARE MISSING OR IF THE FORM IS NOT FULLY COMPLETED[^], YOUR APPLICATION MAY BE REFUSED AS THE REQUIREMENTS OF SECTION 17 OF THE 1956 ACT HAVE NOT BEEN SATISFIED AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

[^]Your application is not fully completed if you:

- o have not completed all questions on the application form or
- o you have not signed the form or
- o have not enclosed the required documentation to support your application,

If the Statutory Application Fee of €175 is not enclosed, then no assessment of the application will be undertaken.

There is no provision under the Irish Nationality and Citizenship Act 1956, as amended, for appeal of decisions on applications for a certificate of naturalisation. However, you can re-apply at any time, but will be required to submit a new application fee with all such applications.

IF THE APPLICATION IS SUCCESSFUL, A CERTIFICATION FEE OF €200 MAY BE PAYABLE. FOR ADDITIONAL INFORMATION SEE THE CITIZENSHIP FEES PAGE ON THE INIS WEBSITE AT WWW.INIS.GOV.IE.

CERTIFIED COPIES:

You are required to include certified copies of both your and your minor's birth certificates as well as any other certificates submitted as evidence of Irish associations with your application. In order to make a certified copy, you must take your original certificates/documents to your solicitor or a notary public, commissioner for oaths or peace commissioner and ask them to make a copy of each document and certify that it is a true copy of the original i.e. stamp and sign it "True copy of the original".

- If certificates/documents are not in English or Irish, a translation by a professional translator is required. A photocopy of the translation as well as the photocopy of the original document must be certified by a notary public, commissioner for oaths, peace commissioner or solicitor as being a true copy of the original. Please note that these documents may be authenticated with authorities in the issuing country.

Please note that the Minister will decide in her absolute discretion whether to waive the conditions for naturalisation, or any of them, where an application is based on Irish associations. As a general guide, if the minor child on whose behalf you are applying is of Irish associations, he or she will generally need to have had 3 years reckonable residence in the State. There is no right to have any conditions for naturalisation waived in any case.

Please enclose all of the following documents (the application will be returned to you if the required documentation is not submitted with the application form).

- A certified copy of your original civil birth certificate. If it is in a language other than English or Irish, a certified copy of a translation into English will be required.
- Section 16(2) defines Irish associations as meaning 'related by blood, affinity or adoption to a person who is an Irish citizen'. You must submit certified copies of certificates/documents proving your child's Irish descent or Irish associations that you specify in question 4.1.
- A copy of the letter granting refugee status for your child if applicable.
- A certified copy of your child's original civil birth certificate and, if it is in a language other than English or Irish, a certified copy of a translation into English.
- **2 colour Passport photographs** of your child taken within 30 days of the date of application.
- A copy of your child's GNIB card, if he or she is aged 16 or older.
- Original (not photocopies of) school letters from each school attended by your child from their date of arrival to date of application. The school letters must show enrolment dates and periods of attendance.
- If you do not have school letters to show that your child attended school for 3 years (as the minor was not of school going age) then please submit the following documents:
 - (1) A letter from the Department of Social Protection stating that you are in receipt of child benefit for the child and when payment commenced.
 - (2) 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.
- The Statutory application fee of €175. This should be in the form of a **banker's draft or postal order only, made payable to the Secretary General, Department of Justice and Equality**. Please note that this fee is non-refundable and is required for each application for a certificate of naturalisation.

DETAILED GUIDANCE ON FILLING OUT THE APPLICATION FORM

Section 1: Parent's Details

- 1.1 Type the full names of the father and mother of the minor
- 1.2 Type the Dates of Birth of the minor's father and mother as recorded on their Birth Certificates
- 1.3 Type the place and country in which minor's father and mother were born as recorded on their Birth Certificates
- 1.4 Type the current nationality or nationalities of the minor's father and mother
- 1.5 Type the full current address(es) of the minor's father and mother
- 1.6 State if you are the parent or guardian of the minor
- 1.7 If you are the guardian, please give your full name
- 1.8 If you are the guardian, please give your current address

Section 2: Minor's Details

- 2.1 Type the minor child's first/given name(s)
- 2.2 Type the minor child's last/family name
- 2.3 Type his/her mother's birth last name (mother's family name at birth)
- 2.4 Type the child's Place and Country of birth as recorded on his/her Birth Certificate
- 2.5 Type the child's Date of birth as recorded on his/her Birth Certificate
- 2.6 State the minor child's gender
- 2.7 Type the child's present Nationality
- 2.8 Type the child's PPSN (Personal Public Service Number) which is provided by the Department of Social Protection
- 2.9 Type the child's Person ID Number (This is specified on all correspondence issued by the Irish Naturalisation and Immigration Service since October 2011. This is not applicable to EU/EEA citizens.)
- 2.10 Type the date the child entered the State
- 2.11 If the child has refugee status, select yes. If the child does not have refugee status, select no

Section 3: Educational Details

- 3.1 Type the name of the school that the child is currently attending
- 3.2 Type the date that the child started attending this school
- 3.3 Type all of the periods of attendance at this school

Section 4: Details of Irish Descent or Irish Associations Being Claimed

- 4.1 Give the particulars of the child's Irish descent or Irish associations* here

Declaration Section:

Type your full name

Type your Person ID Number.

Give your email address and your daytime, evening and mobile telephone numbers

YOU SHOULD NOW PRINT DOWN THE APPLICATION FORM AND THEN SIGN AND DATE IT.

THE APPLICATION FORM WITH ALL REQUIRED SUPPORTING DOCUMENTATION AND THE STATUTORY APPLICATION FEE OF €175 SHOULD BE POSTED TO:

CITIZENSHIP APPLICATIONS F10
PO Box 12079
DUBLIN 1

PLEASE NOTE THAT YOU MUST ANSWER ALL QUESTIONS ON THE FORM. IF A QUESTION IS NOT APPLICABLE WRITE "N/A" IN THE BOX.

* Section 16(2) of the Irish Nationality and Citizenship Act 1956, as amended defines being of Irish associations as meaning 'related by blood, affinity or adoption to a person who is an Irish citizen'.

NOTE RE IDENTITY DOCUMENTS

If you do not have your birth certificate or marriage certificate then you should get them from the relevant authorities in the country where your birth and/or marriage was registered **before** making an application for a certificate of naturalisation.

Use of Birth Affidavit

In certain limited circumstances an affidavit may be accepted in lieu of a Birth Certificate, where the certificate is not available and cannot be obtained. Please note that this is only accepted in exceptional circumstances. If you are not in possession of or have lost yours or your child's birth certificates, an affidavit will NOT be accepted. You must obtain them from the relevant authorities before applying.

FORM 10 IS FOR AN APPLICATION FOR A CERTIFICATE OF NATURALISATION BY A PARENT **OR** GUARDIAN ON BEHALF OF A PERSON AGED UNDER 18 YEARS OF AGE WHO IS OF IRISH DESCENT OR IRISH ASSOCIATIONS.