

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

**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 AND COMPLETE THE REFERENCES SECTION AND SIGN THE STATUTORY DECLARATION IN THE PRESENCE OF AN APPROVED WITNESS (E.G. A SOLICITOR, PEACE COMMISSIONER ETC.). WHEN THE STATUTORY DECLARATION HAS BEEN SIGNED THE FORM AND ALL OF THE REQUIRED SUPPORTING DOCUMENTATION SHOULD BE POSTED TO:

**CITIZENSHIP APPLICATIONS MINOR,  
PO Box 12079,  
DUBLIN 1**

**DO NOT POST YOUR APPLICATION FORM WITHOUT ENCLOSING ALL OF THE REQUIRED DOCUMENTATION. IF DOCUMENTS ARE MISSING OR COPIES OF CERTIFICATES ARE NOT CERTIFIED AS TRUE COPIES OF ORIGINALS OR IF THE FORM IS NOT FULLY COMPLETED<sup>^</sup>, 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.**

<sup>^</sup>Your application is not fully completed if you:

- have not completed all questions on the application form or
- you have not inserted your full name and signed the Statutory declaration in the presence of an approved witness or
- have not enclosed the required documentation to support your application,

If you have not enclosed the Statutory Application Fee of €175, then no assessment of your 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 YOUR 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 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 copy of the translation as well as the copy 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.

**YOU MUST PROVIDE ALL OF THE FOLLOWING DOCUMENTATION WITH THIS APPLICATION:**

- The Statutory Application Fee of €175. This should be in the form of a **banker's draft or postal order payable to the Secretary General, Department of Justice and Equality**. Personal or business cheques are not acceptable. Please note that this is non-refundable and is required for each application for a certificate of naturalisation.
- **A certified** colour copy of the page of your current passport/travel document containing your photograph. If the page containing your photograph does not include your name etc or does not give the expiry date of your passport, please also submit a certified copy of the relevant page(s) of your current passport/travel document containing these details. Please also provide copies of all other pages of your passport and full copies of any previous passport valid during periods of residence in the State.
- Copy of your original civil birth certificate and copy of the translation into English if the certificate is in a language other than English or Irish.\*
- Copy of your Irish born child's original civil birth certificate.
- **2 colour Passport photographs** of your child taken within 30 days of the date of application.
- Original (not photocopies of) school letters from each school attended by your child from his or her date of arrival to date of application. The school letters must show enrolment dates and periods of attendance.
- If your child has attended school for less than 3 years please provide a letter from the Department of Social Protection stating that you are in receipt of child benefit for the child and when payment commenced AND 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.

## **DOCUMENTATION REQUIRED WITH THIS APPLICATION (CONT):**

- Copy of your garda national immigration bureau card. (This does not apply in respect of EU/EEA Citizens).
- A letter from your current employer showing the date of commencement of employment (if applicable), copies of 3 recent pay slips (dated within the previous 6 months) and a copy of your current P21 or P60 statement from the Revenue Commissioners.
- Copy of bank statements for all of your bank accounts for at least 3 of the previous 6 months.
- Copies of your residency permissions THAT COVER A CONTINUOUS PERIOD OF 365/366 days in the year immediately prior to the date of application (date of Statutory Declaration) AND 5 years in total between the date of birth of the minor on whose behalf you are making this application and the date of this application (i.e. 5 x 365 days plus one day for each period covered by a permission in which 29 February falls (leap year)). Permissions dating more than 9 years prior to the date of application are not reckonable.

Residency permissions are evidenced by stamps in your passport, while additional periods may be covered by letters that were issued by the Irish Naturalisation and Immigration Service granting you permission for a specific period from or to a specified date. Please note that any failure to register with the Garda National Immigration Bureau within a reasonable period will be taken into account in assessing your application,

These arrangements are on the basis that the person with residence permission is also physically resident. Where there are significant absences from the State during the currency of permission further enquiries may be necessary and your application may be refused.

### **PLEASE NOTE:**

**Section 15 (3) of the Irish Nationality and Citizenship Act 1956, as amended, defines “applicant”, in relation to an application for a certificate of naturalisation by a minor, as being the parent or guardian of, or person who is in loco parentis to, the minor.**

# DETAILED GUIDANCE ON FILLING OUT THE APPLICATION FORM

## Section 1: Details of Parent/Guardian

- 1.1 Write your current given name/names.
- 1.2 Write your current family name.
- 1.3 If you have ever used another name, write it here and answer 1.4 and 1.5.
- 1.4 Please give the reason for name change e.g. marriage, deed poll.
- 1.5 Please give the date your name changed.
- 1.6 Write your birthplace as recorded on your Birth Certificate.
- 1.7 Write your Country of birth as recorded on your Birth Certificate.
- 1.8 Write your Date of birth as recorded on your Birth Certificate.
- 1.9 State whether you are male or female.
- 1.10 Write your present Nationality.
- 1.11 Write your PPSN, which has 7 digits and a letter at the end, issued by the Department of Social Protection.
- 1.12 Write your GNIB Number (This is found on your GNIB card).
- 1.13 Write your Person ID Number: (This is specified on all correspondence issued by the Irish Naturalisation and Immigration Service since October 2011. This is not applicable for EU/EEA citizens)

## Section 2: Details of Minor Born in the State

- 2.1 Write the minor's current given name/names.
- 2.2 Write the minor's current family name.
- 2.3 Write the full name of the minor's father.
- 2.4 Write the full name of the minor's mother.
- 2.5 Write the birth last name of minor's mother.
- 2.6 Write the minor's Date of Birth as recorded on his/her Birth Certificate.
- 2.7 State whether your minor child is male or female.
- 2.8 Write the minor's PPS Number (as provided by the Department of Social Protection).

## Section 3: Residential Address

- 3.1 Write your current address.
- 3.2 Write your e-mail address if you have one.
- 3.3 Write your day-time telephone number. (This is the number at which you can be reached during normal business hours i.e. 9.00am to 5.00pm).
- 3.4 Write your evening telephone number if you have one.
- 3.5 Write your mobile telephone number if you have one.

## Section 4: Previous Addresses

Please list all your addresses for the last 9 years. Include Irish and overseas addresses.

## Section 5: Residency Permissions

- 5.1 Write the date when you first arrived in Ireland.
- 5.2 Write your Passport Number at the time of arrival in Ireland.
- 5.3 If not providing output from the online residency checking guide, enter details of all of the residency permissions stamped on your passport(s) by an Immigration Officer (if applicable).
- 5.4 Select yes if any period in the last 9 years was spent studying in Ireland. Give details.
- 5.5 Select yes if any period in the last 9 years was spent in the asylum process. Give details.

## Section 5A: Residency Details for Minor Born in the State

- 5.6 Select no if the minor has been resident for any period outside the State. Please give details.

## Section 6: Residence following Naturalisation

- 6.1 State yes if you intend to reside in the State following naturalisation of your minor child.
- 6.2 If you answered "no" to question 6.1 please state the country that you intend residing in following naturalisation of your minor child.

## Section 7: Your Parent's Details

- 7.1 Please provide the names, dates of birth, places and countries of birth and nationalities of YOUR father and mother.

## Section 8: Means of Support

- 8.1 State your employment status.
- 8.2 If you have specified your employment status as "other", please provide an explanation and detail all of your sources of income.
- 8.3 Write the Name and Address of your employer if you are in employment. If you are self-employed, or you are a partner or director of a company, write the address used for business.
- 8.4 Give details of your periods of employment, if any, over the past 5 years.
- 8.5 Select yes if your have been in receipt of a social assistance payment in the past 3 years
- 8.6 Give details of the social welfare assistance payments that you are receiving and/or have received in the past 3 years and the reason why you obtained that payment/support.

## Section 9: Previous Applications

- 9.1 Select yes if you have previously made an application for Irish citizenship.  
9.2 Write the date of your previous application.  
9.3 Write your previous application number 68/.../... or .....-CITZ-..  
9.4 Select yes if you have previously made an application for Irish citizenship on behalf of your minor child.  
9.5 Write the date of the previous application on behalf of your minor child born in the State.  
9.6 Write the previous application number 68/.../... or .....-CITZ-..

## Section 10: Background

- 10.1 If you have ever committed any offence in the State or in another country state yes.  
10.2 State yes if you have been convicted in a court of law or have had a civil judgement made against you.  
10.3 Write the date of conviction, judgement or offence if appropriate.  
10.4 Write the place where the conviction, judgement or offence occurred if appropriate.  
10.5 Write the outcome where appropriate.  
10.6 Select yes or no.  
10.7 Select yes or no.  
10.8 Select yes or no.  
10.9 Select yes or no.  
10.10 Select yes or no.  
10.11 Select yes or no.

} If the answer is yes to any of these questions, provide details in the additional details section provided for this purpose.

Please note that reports are obtained from An Garda Síochána and may be obtained from other Government Departments and external agencies as required. All information provided by you is subject to verification. All information that might indicate that you may not be considered a person of good character should be disclosed, ie. any criminal offence or incident, any conviction, if you are or have been the subject of any Garda investigation or been associated or involved in serious criminal or terrorist activities inside or outside the State. Failure to disclose any material matter will be viewed negatively and may contribute to a decision to refuse your application. Making a statement that is untrue on this form is an offence punishable upon conviction by a fine or imprisonment or both.

## Section 11: References

This section should be completed by three Irish Citizens who are willing to act as referees for you.

## Statutory Declaration

A Statutory declaration is a written Statement, declared to be true by you in the presence of an authorised person. By signing this declaration you are stating that you understand the application form and that the facts provided in the application form are true and correct to the best of your knowledge. You should complete boxes A1, A2 and A3 and your authorised witness should complete W1, W2, W3 (either W3.0, W3.1, W3.21, W3.22, W3.23, W3.24 or W3.25), W4, W5, W6, W7 and W8.

## NOTE RE IDENTITY DOCUMENTS

If you do not have your birth certificate then you should get it from the relevant authorities in the country where your birth was registered **before** making an application for a certificate of naturalisation on behalf of your Irish born child. If you do not have your Irish born child's birth certificate then you should obtain a copy from the Civil Registration Office, Office of the Registrar General, Government Offices, Convent Road, Roscommon.

## Use of Birth Affidavit

In certain 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 specific and exceptional circumstances. If you are not in possession of or have lost your birth certificate, an affidavit will NOT be accepted. You must obtain it from the relevant authorities before applying.

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

### NOTE:

**FORM 11 IS FOR AN APPLICATION FOR NATURALISATION ON BEHALF OF A MINOR BORN IN THE STATE AFTER 1 JANUARY 2005 WHERE THAT MINOR DID NOT AT BIRTH HAVE AN ENTITLEMENT TO IRISH CITIZENSHIP UNDER SECTION 6A OF THE IRISH NATIONALITY AND CITIZENSHIP ACT 1956, AS AMENDED BY SECTION 4 OF THE ACT OF 2004.**

**IMPORTANT: IF YOUR CHILD WAS BORN IN IRELAND WITHOUT AN ENTITLEMENT TO IRISH CITIZENSHIP AND YOU ARE NOW A NATURALISED IRISH CITIZENS, YOU SHOULD COMPLETE FORM 9, NOT THIS FORM.**