



# CHECKLIST

## What you need to apply for a Re-entry Visa:

- A valid passport or travel document (stamped by Immigration Officials)
- Relevant Fee (if applicable – see below)
- Garda (GNIB) Registration Card (Persons must register for their own card on their 16<sup>th</sup> Birthday)
- 2 Irish passport standard colour photographs with BRIGHT WHITE background.
- **PRINT YOUR NAME CLEARLY ON THE BACK OF ONE PHOTOGRAPH.**
  - **No more than 6 months old**, printed on photographic paper, sharp and clear (face covering 75% of photo)
  - Head coverings, hats or hair bands are **NOT** permitted unless for religious or medical reasons
  - Sunglasses are not acceptable. If glasses are worn, they should be of clear glass so that the eyes are visible and please ensure that there is no reflection on the lenses.

## How much does it cost:

- Postal Order or Bank Draft only made payable to the **Department of Justice and Equality**.
- No excess payments over the specified fee amounts can be accepted.
- There are two types of visa's generally available along with the Emergency option:

VISA TYPE	FEE
<b>SINGLE</b>	€60
<b>MULTIPLE</b>	€100
<b>EMERGENCY</b>	€160*

\*Emergency Visa – The cost of this visa is €60 plus Administration fee of €100. The visa that will issue under emergency circumstances is a single entry visa that will be tailored around your emergency travel only. All required documentation must be provided as required for a re-entry visa accompanied by travel tickets.

- Fee exempt - Spouse of an Irish National - your permission to reside in the State **MUST** be based on your Spouse and their Irish Nationality. You must submit the Original Government/State/Civil Marriage Certificate with the original Irish passport of your Spouse. Children of Irish Citizen (Under 18) are fee exempt when you submit the Parents Irish passport along with the other required documents for the Children (see below).
- Under EU Law, the following are exempt from fees:
  - Spouses of EEA/EU/Swiss nationals (Copy of bio page of passport of EEA/EU/Swiss national and Original Civil/State/Government issued marriage certificate (original certified translation attached if applicable) required **(Religious/Traditional/Embassy issued marriage certificates are not acceptable)**)
  - Children under 21 years of age of EEA/EU/Swiss nationals or their spouses, dependent over 21 and dependant parents of EEA/EU/Swiss nationals or their spouses\*\*
  - \*\*In these cases, an Irish Affidavit confirming their dependency on EEA/EU/Swiss national is required. The copy of the bio-page of the passport of the EEA/EU/Swiss national, and original birth certificates, marriage certificates, and/or other documents which confirm the line of ascent/descent, are also required (and original certified translations attached if applicable) **(Religious/Traditional/Embassy issued marriage certificates are not acceptable)**.

## More information:

- **Children:**
  - We advise that all children hold their own passports for International travel.

<b>CHILDREN UNDER 5 (NOT ATTENDING PRIMARY SCHOOL)</b>	<b>CHILDREN OVER 5 UP TO 16 (ATTENDING PRIMARY SCHOOL &amp; ABOVE)</b>	<b>STUDENTS (ATTENDING COLLEGE)</b>
Original Birth Certificate (certified translation by a recognised translation company is applicable) and Parent's GNIB card	Original Birth Certificate (certified translation by a recognised translation company is applicable) and Parent's GNIB card	GNIB card
A letter (no more than one week old) from Doctor/GP confirming that the child is registered with their practice and that they have attended the practice	A stamped letter from the school (no more than one week old) confirming attendance. If the child is moving from Primary school to Secondary school, you must submit the letter of acceptance/confirmation of place from Secondary school	Letter from college (no more than one week old) stating the title and duration of your course and confirming your level of attendance (min 80%)
Two Irish Passport standard photographs, one of which must be officially stamped and signed by the doctor/GP on the back	Two Irish Passport standard photographs, one of which must be officially stamped on the back by the school	Two Irish passport standard photographs
Pre-school/Creche/Montessori letters are <b>NOT</b> acceptable.	During Summer holidays, a letter obtained from the school prior to it's closure to state that the child is returning to the school for the new school term together with their end of year report card will suffice in place of the attendance letter	If you wish to leave the State during the school/college term, the letter should also include the date of departure and the date you will resume your studies

**NOTE: A VISA OFFICER MAY ASK FOR FURTHER DOCUMENTS IF DEEMED NECESSARY**

**NOTE:** Please check our website [www.inis.gov.ie](http://www.inis.gov.ie) for updates regarding processing times and other relevant information