



## Application for Renewal of International Protection Self-Employment Permission

### Who is this form for?

You should use this application form if:

- You wish to apply for Renewal of International Protection Self-Employment Permission

### How to complete this form:

- Please complete this form in English in BLOCK CAPITAL letters and place a tick in the relevant boxes
- You must complete all sections of this form fully
- You must include photocopies of supporting documents requested
- Your Personal ID number and original Permission number must be entered on this renewal form
- Incomplete or unsigned applications cannot be processed

### Where to send your completed application form:

- You must send your completed renewal application form and supporting documents to the address below:

**Labour Market Access Unit (LMAU)**  
**PO Box 12931,**  
**Freeport FDN5264,**  
**Dublin 2**

- If submitting your renewal form by email, you must print a copy of the completed form, sign it, scan it, and email to:

[lmauapplications@justice.ie](mailto:lmauapplications@justice.ie)

- Please note that any permission will be posted to the most up to date address you have provided to the International Protection Office

## **Data protection statement**

- 1.** The data you provide in this form is collected by the Irish Naturalisation and Immigration Service (INIS), a part of the Department of Justice and Equality. The data controller for the information you provide is the Department of Justice and Equality. The data controller's contact details are: Labour Market Access Unit, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 13 – 14 Burgh Quay, Dublin 2, D02 XK70.
  
- 2.** You can contact the Data Protection Officer for the Department of Justice by writing to:  
The Data Protection Officer, the Department of Justice and Equality, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)
  
- 3.** We will use the personal data you provide in this form for the following purposes:
  1. Assessing your application for renewal of access to self-employment
  2. Verifying your identity
  3. We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.
  
- 4.** 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:
  1. To allow the Minister to process applications under the interim administration self-employment scheme which is a scheme established to allow access to the labour market for international protection applicants.
  
- 5.** The personal data provided here will be stored securely in INIS's databases. It may be shared, if necessary, with the following people:
  1. Other Government Departments
  2. An Garda Síochána
  3. Any state agencies which provide labour market services
  
- 6.** This data may be retained until INIS can be sure that you will have no further contact with the immigration services. This may be 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.

**7.** The personal data you provide in this form is necessary for us to determine if you meet the criteria for this scheme. If you do not provide this data, your application for this scheme cannot be processed.

**8.** You 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](http://www.justice.ie), and sending it to [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie). You may be required to verify your identity before we send the information to you.

**9.** You 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 Labour Market Access Unit, Irish Naturalisation and Immigration Service, the Department of Justice and Equality, 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.

**10.** You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie).

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I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian of applicant aged under 18 years \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Section 1

## Initial Information

All fields within this section are mandatory.

### 1.1 Surname(s) / Family Name(s)

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### 1.2 Forename(s)

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## Section 1 A

## Application for International Protection

State your Personal ID No, to be found on your Temporary Residence Certificate issued by the International Protection Office, and your Permission No, to be found on your permission letter or your previous renewal letter.

### 1.3 Personal ID No

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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### 1.4 Permission No

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## Section 2

## Contact Details

### 2.1 Contact Telephone Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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### 2.2 Email Address (if applicable)

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## Section 3 Compliance with Application Conditions for Renewal of Permission

You must answer all questions within this section AND meet the following criteria (✓)

| 3.1 Declaration that the conditions of application have been met                                                          | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------|-----|----|
| I have not yet received a first instance recommendation on my International Protection application                        |     |    |
| I have registered with the Revenue Commissioners using the 'myAccount' service on www.revenue.ie (to comply with tax law) |     |    |
| I have cooperated fully with the International Protection process                                                         |     |    |
| I have attached a copy of my TRC with this application                                                                    |     |    |

Please do not send your original TRC or any original documents with this application for renewal.

## Section 4 For office use only

| Please do not complete this section | Yes | No |
|-------------------------------------|-----|----|
| Completed                           |     |    |
| Renewal of Permission sent          |     |    |
| Permission Number                   |     |    |

Date of Decision:

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