

CHECKLIST

REQUIRED DOCUMENTS FOR A RE-ENTRY VISA

(If the correct documents are not submitted, your application will be returned to you unprocessed)

The application form must be completed, and **ORIGINALS** of the following provided:

- Valid passport or travel document.
- Relevant fee - Postal Order/Bank Draft only.
- GNIB/IRP Registration Card If aged 16 or older.
- 2 passport photographs - see Table below.
- Additional documents depending on the applicant - see Table.

CHILDREN UNDER 5 (not attending primary school)	CHILDREN AGED 5 TO 16 (attending primary school and above as dependants)	STUDENTS (attending college / school)	ADULTS
Original GNIB/IRP Registration Card of one parent. Original Birth Certificate with translation by certified translation company.	Original GNIB/IRP Registration Card of one parent. Original Birth Certificate with translation by certified translation company.	GNIB/IRP Registration Card with: Stamp 2 A letter from college (no more than one week old) stating the title and duration of your course, and confirming a minimum attendance of 80%. A re-entry visa will not be granted if attendance is less than 80%	GNIB/IRP Registration Card with: Stamp 1 Original Work Permit or Hosting Agreement if applicable.
A letter no more than one week old from a Doctor/GP that the child is registered and attending their practise. Pre-school/Creche/Montessori letters are NOT accepted.	A stamped letter no more than one week old from the child's school confirming attendance. Letter of acceptance/ confirmation of a place in the Secondary School if the child is moving from primary to Secondary School. During Summer Holidays - a letter from the School prior to closure stating the child is returning to the school for the new term together with the end of year report card.	If leaving the State during the school/ college term, the letter should also include the date of departure and the date you will resume your studies. Stamp 2A A letter confirming attendance from the School is required if attending second level education, or the applicant is a parent/guardian or spouse of a student.	Stamp 1A Original letter from Association you are training with along with a letter from your Employer and/or College. Stamp 1G/Stamp 5 & Stamp 6 No further documents required. Stamp 3 No further documents required if in Ireland as a dependant. A letter is required from the relevant organisation if residing in Ireland on volunteer/missionary permission. Stamp 4 No further documents required if the holder of a valid stamp 4.
Two Irish Passport standard photographs, one of which must be officially stamped by the Doctor/GP on the back.	Two Irish Passport standard photographs, one of which must be officially stamped by the School on the back.	Two Irish Passport standard photographs.	Two Irish Passport standard photographs. Spouse of an Irish National must provide the original <i>Civil/State</i> Marriage Certificate with official translation and the original Irish passport of their spouse Spouse of an EU National must provide the original Marriage Certificate, copy of spouse bio data page of their EU passport and letter from the Department of Justice and Equality granting same. Any relevant permission letter from the Department of Justice and Equality.

PLEASE NOTE THAT A VISA OFFICER MAY ASK FOR FURTHER DOCUMENTS WHERE NECESSARY

PHOTOGRAPHS

- Standard colour passport photographs with a **BRIGHT WHITE** background.
- **NO MORE** than 6 months old printed on photographic paper, sharp and clear with face covering 70-80% of the photograph.
- Head coverings, headwear or hair bands are **NOT** permitted unless for religious or medical reasons.
- Sunglasses are not permitted. Prescription glasses may be worn as long as they are clear glass and the eyes are visible. Please ensure there are no reflections from the lenses.
- Adopt a neutral expression with both eyes open and looking directly into the camera.

RE-ENTRY VISA FEES

You may apply for two types of re-entry visa. There is also an additional administration fee for emergency applications. The fees are:

VISA TYPE	FEE
SINGLE	€60 (Valid for 90 days from date of issue)
MULTIPLE	€100 (Valid till the expiry date of the GNIB/IRP Registration Card)
EMERGENCY APPLICATION	€160 (Single fee plus €100 administration fee (Valid for one month only))

- Payment is by Postal Order or Bank Draft **ONLY** made payable to the **Department of Justice and Equality**.
- No excess payments over the specified fees can be accepted.
- Certain categories of applicant are exempt from Re-entry visa fees. Please see www.inis.gov.ie for details.

*Postal Applications should be sent **BY REGISTERED POST ONLY** to: The Re-Entry Visa Processing Office, Irish Naturalisation and Immigration Service (INIS), Department of Justice & Equality, 13-14 Burgh Quay, Dublin 2*

PLEASE CHECK WWW.INIS.GOV.IE FOR THE LATEST INFORMATION ON PROCESSING TIMES AND OTHER RELEVANT INFORMATION