

# Required Documents Reference Guide

Irish Residence Permit (IRP) Card Renewal

**Immigration Service Delivery** 

#### Required documents reference guide

## Irish Residence Permit (IRP) card renewal if you live in Dublin City or County or are a Brexit Withdrawal Agreement beneficiary.

The information included in this document should help you upload the documents we need to process your online renewal application. You should still make sure you are aware of the conditions for the permission type or stamp you have selected in the online form. This is important whether you are using the form to renew your IRP card with the same permission or renewing your IRP card for a change in your permission or stamp.

To avoid a delay in the processing of your application, please make sure to upload the required documents when making your application.

Please note, in some cases we may need additional documentation to process an application. When this happens, we will contact you to request it.

To see the documents you must upload to your online application form, please click on the relevant link below:

Stamp 0	Stamp 2A	Stamp 5
Stamp 1	Stamp 3	<u>Withdrawal</u>
Stamp 1A	Stamp 4	Agreement
Stamp 1G	Stamp 4S	<b>Beneficiary</b>
Stamp 2	Stamp 4EUFAM	

#### Irish Residence Permit (IRP) card renewal if you live outside Dublin.

The information included in this document should help you to bring the correct documents to your registration renewal appointment at your local GNIB office.

Before your appointment, you should still make sure you are aware of the conditions for your permission type or stamp. This is important whether your appointment is to

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renew your IRP card with the same permission or renewing your IRP card for a change in your permission or stamp. Please note for your renewal appointment:

- You need to bring your old IRP card with you, it will be kept by the immigration officer.
- You must bring your original documents, copies of documents cannot be used instead.
- Your passport will not be stamped as this is no longer a requirement for an IRP card renewal.
- A new photograph of you may be taken at your appointment.
- If your permission is based on your spouse, civil partner, de facto partner, or another sponsoring family member they must attend your appointment with you.
- If you are an EU Treaty rights applicant and are renewing on the basis of living in Ireland with an EU citizen for more than 5 years, you will need to apply to EU Treaty Rights Division in Immigration Service Delivery to renew your permission before your appointment to renew your IRP card.

To see the documents you must bring with you to your appointment, please click on the relevant link below:

Stamp 0	Stamp 2	Stamp 4S
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Stamp 1 Stamp 2A Stamp 4EUFAM

Stamp 1A Stamp 3 Stamp 5

Stamp 1G Stamp 4

#### Stamp 0

#### You have been granted The documents you need to provide are: permission: To retire to or live in 1. The biometric page of your current valid passport(s). This is the page that shows your Ireland as a person of photograph, passport number and date of birth. independent means; 2. The page of your passport that has your current To be a visiting Stamp 0. academic at an Irish 3. The front and back of your current IRP card. This University or College; is the credit-card sized plastic card you received when you last registered your permission. To live in Ireland as 4. Your current permission letter from the the elderly dependent Department of Justice that details the conditions relative of a nonunder which you were granted a Stamp 0.\*\*. EU/EEA or Swiss citizen. \*\*For Stamp 0 you must have renewed your permission with Unit 2, Domestic Residence and Permissions Division in Immigration Service Delivery to have a current permission letter.

If you live in Dublin City or County and you are still unsure of what you need to upload with your online application you can send a query by email to <a href="mailto:immigrationsupport@justice.ie">immigrationsupport@justice.ie</a>.

If you live outside Dublin and you are unsure what you need to bring to your appointment, you can send a query by email to <a href="mailto:gnib\_dv@garda.ie">gnib\_dv@garda.ie</a>

## Stamp 1

ou have been granted	The documents you need to provide are:
ermission:	
To work in Ireland	The biometric page of your current valid
based on an	passport(s). This is the page that shows your
employment permit.	photograph, passport number and date of birth.
	2. The front and back of your current IRP card. This
	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your employment permit.
	4. Proof of your private medical insurance.
	5. Proof of your current employment, for example a
	payslip dated within the last three months.
To work in Ireland as a	The biometric page of your current valid
researcher on a hosting	passport(s). This is the page that shows your
agreement.	photograph, passport number and date of birth.
	2. The front and back of your current IRP card. This
	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your hosting agreement from the
	University/Institution where you are working as a
	researcher.
	4. Proof of your private medical insurance.
To work in Ireland with a	The biometric page of your current valid
Working Holiday	passport(s). This is the page that shows your
Authorisation.	photograph, passport number and date of birth.
	2. The front and back of your current IRP card
	3. Your Working Holiday Authorisation issued by the
	Department of Foreign Affairs.
	5. Proof of your private medical insurance.

Stamp 1 continued.		
You have been granted	The documents you need to provide are:	
permission:		
<ul> <li>To work in Ireland under the Atypical Working         Scheme; or</li> <li>To work in Ireland as a researcher under the Atypical Working         Scheme.</li> </ul>	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your Atypical Working Scheme approval letter from the Department of Justice.</li> <li>Proof of your private medical insurance.</li> </ol>	
Based on a letter from     Department of Justice/     Immigration Service     Delivery (ISD).	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 1.</li> <li>Proof of your private medical insurance.</li> </ol>	

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## Stamp 1A

need to provide are:
page of your current valid
is is the page that shows your assport number and date of birth.
pack of your current IRP card. This
rd sized plastic card you received
egistered your permission.
rivate medical insurance.
om the professional Accountancy
egistration with it and any exam
u have.
ent contract.
ur progression by the accountancy
iness, training supervisor,
exams passed and experience
revious 12 months.
still unsure of what you need to
query by email to

## Stamp 1G

You are renewing your	The documents you need to provide are:
permission:	
<ul> <li>As you are the spouse/ de facto partner of a critical skills permit holder; or</li> <li>As you are the spouse/ de facto partner of a researcher on a hosting agreement.</li> </ul>	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>The work permit of your spouse / de facto partner or the hosting agreement of your spouse / de facto partner.</li> <li>Proof of your private medical insurance.**</li> <li>Proof of your continuing de facto partner relationship (if applicable).</li> </ol> ** Proof of your private medical insurance is required for a stamp 1G, if you do not provide this, an immigration officer may grant you a stamp 3 instead.
As you are a person     who qualifies for the     Third Level Graduate     Programme and are     moving from a stamp 2     to a stamp 1G.	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Proof you successfully completed your third level course.</li> <li>Proof of your private medical insurance.</li> </ol>
Stamp 1G continues on t	he next page

ou are renewing your	The documents you need to provide are:
permission:	
As a person who	The biometric page of your current valid
qualifies for the 24-	passport(s). This is the page that shows your
month Third Level	photograph, passport number and date of birth.
Graduate Programme;	2. The front and back of your current IRP card. This
you have received the	is the credit-card sized plastic card you received
initial 12 months and	when you last registered your permission.
are renewing for the	<ol><li>Proof of your private medical insurance.</li></ol>
further 12 months.	4. Evidence you have taken appropriate steps to
	access suitable graduate level employment, such
	as letters from companies or recruitment
	agencies about you looking for graduate level
	employment.

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## Stamp 2

You are renewing your	The documents you need to provide are:
permission:	
A E P. l l . l . l	4. The biometric near of view every reliab
As an English or Irish	The biometric page of your current valid
language student.	passport(s). This is the page that shows your
	photograph, passport number and date of birth.
	The front and back of your current IRP card. This
	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. A letter from your college/school, confirming your
	enrolment as a student on a full time course.
	4. A letter from your college/school that shows you
	have attended a minimum of 85% of all lessons.
	<ol><li>Proof you have paid college/school fees.</li></ol>
	6. Proof of your private medical insurance.
As a higher national	The biometric page of your current valid
diploma student; or	passport(s). This is the page that shows your
As degree	photograph, passport number and date of birth.
(undergraduate)	2. The front and back of your current IRP card. This
student.	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. Proof of your enrolment on a full time course of
	daytime education, for a minimum of 25 weeks.
	Proof of your exam results.
	5. Proof that you have paid college/university fees.
	6. Proof of your scholarship funding (if applicable).
	7. Proof of your private medical insurance.
	,
Stamp 2 continues on the	next page
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## Stamp 2A

You are renewing your permission:	The documents you need to provide are:	
As you are a student at a private secondary school in Ireland;	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>A letter from your college/school, confirming your enrolment at a private secondary school in Ireland.</li> <li>Proof you have paid college/school fees.</li> <li>Proof of your private medical insurance.</li> <li>Proof of consent of your parent/legal guardian.         This is only needed if you are under 18 years old and your parent is not living in Ireland.     </li> </ol>	
<ul> <li>As you are a student in full time study in Ireland on a course that is not on the Interim List of Eligible Programmes         (ILEP) but has been approved by the Department of Justice or;</li> <li>As you are a Confucius Student.</li> </ul>	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>A letter from your college/school, confirming your enrolment as a student</li> <li>Proof you have paid college/school fees.</li> <li>Proof of your private medical insurance.</li> <li>Proof of your exam results.</li> </ol>	

You are renewing your The documents you need to provide are:		
permission:		
As you are a non-EEA	1.	The biometric page of your current valid
spouse, civil partner or		passport(s). This is the page that shows your
family member of a		photograph, passport number and date of birth.
PHD student on a	2.	The front and back of your current IRP card. This
Stamp 2; or		is the credit-card sized plastic card you received
<ul> <li>As you are the</li> </ul>		when you last registered your permission.
approved	3.	IRP card of your family member on a Stamp 2.
guardian/companion for	4.	Proof of your private medical insurance.
a minor student on a		
Stamp 2.		

If you live in Dublin City or County and you are still unsure of what you need to upload with your online application you can send a query by email to <a href="mailto:immigrationsupport@justice.ie">immigrationsupport@justice.ie</a>.

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#### What is proof of consent of parent /legal guardian for Stamp 2a?

When you are under 18 years old and your parents/ guardian do not live in Ireland we need proof of consent from both your parents/legal guardians.

This consent must be a notarised document. It must provide full details of the person in whose care you will be in during your stay in Ireland. It must confirm:

- your parents/legal guardians agreement to your coming to Ireland for study purposes; and
- that the school/host family/education agency is your legal guardian during the your stay in Ireland.

#### You must provide:

- · Copies of the biometric page of your parents/guardians passports, or
- national identity cards showing the bearer's signature

Where only one parent has total custody, a Court Order giving sole custody of this child to the parent must be submitted.

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Go back to Stamp 2A

## Stamp 3

You are renewing your	The documents you need to provide are:
permission:	
As you are the	The biometric page of your current valid
dependent of a non-	passport(s). This is the page that shows your
EEA/EU/Swiss	photograph, passport number and date of birth.
spouse/civil partner or	<ol> <li>The front and back of your current IRP card. This</li> </ol>
family member who is	is the credit-card sized plastic card you received
here based on a general	when you last registered your permission.
work permit.	The work permit of your spouse/civil partner or
work permit.	family member
	The current IRP card of your spouse/civil partner
	or family member.
	<ol> <li>Proof of your private medical insurance.</li> </ol>
	3. I fool of your private medical insurance.
As you are the	The biometric page of your current valid
dependent of a non-	passport(s). This is the page that shows your
EEA/EU/Swiss de facto	photograph, passport number and date of birth.
partner who is here	2. The front and back of your current IRP card. This
based on a general	is the credit-card sized plastic card you received
work permit	when you last registered your permission.
	3. The work permit of your de facto partner.
	4. The current IRP card of your de facto partner.
	<ol><li>Proof of your continuing de facto partner</li></ol>
	relationship.
	6. Proof of your private medical insurance
Stamp 3 continues on the	next page

ou have been granted	The documents you need to provide are:
permission:	
As a volunteer; or	The biometric page of your current valid
As a minister of religion	passport(s). This is the page that shows your
	photograph, passport number and date of birth.
	2. The front and back of your current IRP card. Thi
	is the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your permission letter from the Department of
	Justice that details the conditions under which
	you were granted a Stamp 3.
	4. Proof of your private medical insurance.
	5. Your letter of sponsorship.

upload with your online application you can send a query by email to <a href="mailto:immigrationsupport@justice.ie.">immigrationsupport@justice.ie.</a>

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## Stamp 4

You have been granted	The documents you need to provide are:
permission:	
As you live with your spouse/ civil partner who is an Irish citizen.	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your marriage/civil partnership certificate</li> <li>Proof of your joint current address with your spouse/ civil partner.</li> <li>The biometric page of your Irish spouse / civil partner's current valid passport.</li> <li>Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4 (if applicable).</li> </ol>
As you previously had a     Stamp 1G as spouse/     civil partner/ de facto     partner of a CSEP holder     for 5 years and are now     seeking a Stamp 4.	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your marriage/civil partnership certificate or proof of your continuing de facto partner relationship</li> <li>Proof of your joint current address with your spouse/ civil partner.</li> <li>The biometric page of your spouse / civil partner/ de facto partner's current valid passport.</li> </ol>

Stamp 4 continued.	
You are renewing your	The documents you need to provide are:
permission:	
As you are the parent of	The biometric page of your current valid
a child who is an Irish	passport(s). This is the page that shows your
citizen.	photograph, passport number and date of birth.
Old 2011.	<ol> <li>The front and back of your current IRP card. This is</li> </ol>
	the credit-card sized plastic card you received
	when you last registered your permission.
	The biometric page of your child's current valid
	Irish passport.
	4. Your child's birth certificate.
	Proof of your current address in Ireland.
	6. Proof of your child's address in Ireland, for
	example, a letter from the school or doctor that
	your child goes.
	7. Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4 (if applicable).
	,
<ul> <li>As you have been</li> </ul>	The biometric page of your current valid
granted permission by	passport(s). This is the page that shows your
the Repatriation Unit in	photograph, passport number and date of birth.
ISD, under section 3 of	2. The front and back of your current IRP card. This is
the Immigration Act 1999.	the credit-card sized plastic card you received
	when you last registered your permission.
	Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4 (if applicable).
	Proof of your current address in Ireland.
Stamp 4 continues on the next page	

Stamp 4 continued.	
You are renewing your	The documents you need to provide are:
permission:	
<ul> <li>As you live with your long term, de facto partner who is an Irish citizen; or</li> <li>As you live with and are the dependant of a family</li> </ul>	<ol> <li>The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.</li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received</li> </ol>
member (not listed in this table) who is an Irish citizen.	<ul> <li>when you last registered your permission.</li> <li>3. The biometric page of your de facto partner's/ family member's current valid passport(s).</li> <li>4. Proof of your joint current address with your de facto partner/ family member.</li> <li>5. Your permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4 (if applicable).</li> <li>6. Proof of your continuing de facto partner relationship (if applicable).</li> </ul>
<ul> <li>As you are a recognised refugee;</li> <li>As you have Subsidiary Protection; or</li> <li>As you have Permission to Remain (formally called Leave to Remain) status.</li> </ul>	<ol> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>The biometric page of your current valid passport(s) or travel document, if you have one. This is the page that shows your photograph, passport number and date of birth.</li> <li>The letter from the Department of Justice with the decision on your International Protection application.</li> <li>Your declaration of Refugee Status/ Subsidiary Protection/Permission to Remain status.</li> </ol>
Stamp 4 continues on the r	next page

Stamp 4 continued.	
·	
You have been granted	The documents you need to provide are:
permission as:	
As you are in Ireland	The biometric page of your current valid
through Family	passport(s). This is the page that shows your
Reunification' with a	photograph, passport number and date of birth.
family member who has	2. The front and back of your current IRP card. This is
been granted Refugee	the credit-card sized plastic card you received
Status or Subsidiary	when you last registered your permission.
Protection.	3. The letter from the Department of Justice
	approving the application for your reunification with
	your family member.
	4. The IRP card of your family member who has
	Refugee Status or Subsidiary Protection, or
	biometric page of their current valid Irish passport.
You are an entrepreneur;	The biometric page of your current valid
or	passport(s). This is the page that shows your

- or
- You are an investor in a business.
- passport(s). This is the page that shows your photograph, passport number and date of birth.
- 2. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.
- 3. Your current permission letter from the Department of Justice granting you permission to stay in Ireland under the Immigrant Investor Programme **or** the Start-up Entrepreneur Programme.

#### Stamp 4 continues on the next page....

You have been granted	The documents you need to provide are:
permission as:	
You previously had a	The biometric page of your current valid
Stamp 4S and are	passport(s). This is the page that shows your
changing to or renewing	photograph, passport number and date of birth.
a Stamp 4.	2. The front and back of your current IRP card. This is
	the credit-card sized plastic card you received
	when you last registered your permission.
	3. Your permission letter from the Department of
	Justice that details the conditions under which you
	were granted a Stamp 4S.

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### Stamp 4S

<ul> <li>Under the Special         <ul> <li>Scheme for non-EEA</li> <li>nationals who held a</li> <li>Student Permission in</li> <li>the State during the</li> <li>period 1 January 2005</li> <li>to 31 December 2010.</li> </ul> </li> <li>The biometric page of your current valid         <ul> <li>passport(s). This is the page that shows your</li> <li>photograph, passport number and date of birth.</li> </ul> </li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your permission letter from the Department of Justice that details the conditions under which</li> </ul>	You have been granted	The documents you need to provide are:
Scheme for non-EEA nationals who held a Student Permission in the State during the period 1 January 2005 to 31 December 2010.  passport(s). This is the page that shows your photograph, passport number and date of birth.  2. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.  3. Your permission letter from the Department of Justice that details the conditions under which	permission:	
you word granted a dramp to.	Scheme for non-EEA nationals who held a Student Permission in the State during the period 1 January 2005	passport(s). This is the page that shows your photograph, passport number and date of birth.  2. The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.  3. Your permission letter from the Department of

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### **Stamp 4EUFAM**

You have been granted	The documents you need to provide are:
permission:	
As you are the qualifying or recognised permitted family member of EU/EEA or Swiss citizen in Ireland.	<ol> <li>Biometric page of your current valid passport(s).         This is the page that shows your photograph, passport number and date of birth.     </li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>Your current permission letter from the Department of Justice that details the conditions</li> </ol>
	under which you were granted a Stamp 4EUFAM.  4. Biometric page of your EU Family Member's passport(s).
If vou live in Dublin City or	County and you are still unsure of what you need to

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### Stamp 5

You have been granted	The documents you need to provide are:
permission:	
To remain in Ireland	<ol> <li>Biometric page of your current valid passport(s).</li> </ol>
'Without condition as to	This is the page that shows your photograph,
time' (WCATT).	passport number and date of birth.
	<ol><li>The page of your passport that has your current</li></ol>
	Stamp 0.
	3. The front and back of your current IRP card. This
	is the credit-card sized plastic card you received
	when you last registered your permission.
	4. Your current permission letter from the
	Department of Justice that details the conditions
	under which you were granted a Stamp 5**.
	**For Stamp 0 you must have renewed your permission with Unit 3,
	Domestic Residence and Permissions Division in Immigration
	Service Delivery to have a current permission letter.
If you live in Dublin City or	County and you are still unsure of what you need to

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## Withdrawal Agreement Beneficiary

You are applying for IRP card	The documents you must upload to your online
or replacement IRP card:	application form are:
As you are the qualifying or recognised permitted family member of a United Kingdom National.	<ol> <li>Biometric page of your current valid passport(s).         This is the page that shows your photograph, passport number and date of birth.     </li> <li>The front and back of your current IRP card. This is the credit-card sized plastic card you received when you last registered your permission.</li> <li>The biometric page of your United Kingdom National family member's passport.</li> <li>Your current permission letter from the Department of Justice that details the conditions under which you were granted a Stamp 4EUFAM or a Stamp 4, as a Withdrawal Agreement Beneficiary. Temporary permission letters are not applicable.</li> <li>Proof of your current address in Ireland.</li> </ol>
You are applying for a IRP	The documents you appointment are:
Card:	
As you are a United     Kingdom National who     was residing in Ireland as     a United Kingdom national     before 01/01/2021 and     was not previously     registered with the     Immigration Service.	Biometric page of your current valid passport(s).     This is the page that shows your photograph, passport number and date of birth.      Proof of your current address in Ireland.
If you are still unsure of what yo	ou need to upload with your online application you can send
a query by email to immigration	support@justice.ie.