Application form for
Habitual Residence Condition

Thank you for your application for

on  D D M M  2 0 Y Y

However, we need more information to decide if you are habitually resident in the Republic of Ireland. Please answer the questions in this form to help us decide.

What does Habitual Residence mean?
Being habitually resident means that you are living in the Republic of Ireland and can prove that you have a close link to the State.

How do I qualify for Habitual Residence?
Factors taken into consideration when deciding if a person is habitually resident in the Republic of Ireland include:
• If you were born and raised here;
• If you have a right to live here;
• The length of time you have lived here and if you have lived here continuously;
• If you have worked here;
• If you have close family ties or ties with the community here; and
• Your general living situation here.
Time spent outside the Republic of Ireland on short holidays, studying or travelling does not exclude a person from being regarded as habitually resident.

What do I need to complete this form?
• You need a Personal Public Service (PPS) Number before you apply.

How do I complete this application form?
• There is an example on the back of this page that can be used as a guide to fill in this form.
• Write with a black ballpoint pen.
• Use BLOCK LETTERS and place an X in the relevant boxes.
• Answer all the questions as incomplete forms will be returned and this may delay your application.
• Sign the declaration in Part 1.

How can I get help and further information?
If you need any help to complete this form, please contact your local Intreo Centre, Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting www.gov.ie/intreo.

For more information on the Habitual Residence Condition visit www.gov.ie/hrc.
# How to fill in this form

To help us to process your application write letters and numbers clearly and use one box for each. Please see examples below.

## Part 1  Your own details

1. Your PPS Number: 1 2 3 4 5 6 7 T
2. Title, insert an ‘X’ or specify:
   - Mr
   - Mrs X
   - Ms
   - Other
3. Surname: M U R P H Y
4. First names: M A U R E E N
5. Your first name as it appears on your birth certificate: M A R Y
6. Birth surname: M C D E R M O T T
7. Your date of birth: 2 8 0 2 1 9 7 0 
   - D D M M Y Y Y Y
8. Your mother’s birth surname: K E L L Y

## Contact Details

9. Your address: 1 N E W S T R E E T
   - O L D T O W N
   - D O N E G A L T O W N
   - D O N E G A L
   - E ircode C 1 5 A 9 6 V
10. Your telephone numbers:
Application form for Habitual Residence Condition

Part 1

Your own details

1. Your PPS Number: 

2. Title, insert an 'X' or specify: Mr □ Mrs □ Ms □ Other □

3. Surname: 

4. First names: 

5. Your first name as it appears on your birth certificate: 

6. Birth surname: 

7. Your date of birth: D M Y Y Y Y

8. Your mother's birth surname: 

Contact Details

9. Your address: 

10. Your telephone numbers: Mobile

11. Your email address: 

Declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the department and that I may be prosecuted. I undertake to immediately advise the department of any change in my circumstances which may affect my continued entitlement.

Date: D D M M Y Y Y Y

Signature not block letters.

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.
Part 1 continued

12. Are you?

☐ Single  ☐ Married  ☐ Separated  ☐ Divorced  ☐ Widowed  ☐ Cohabiting  ☐ In a Civil Partnership  ☐ A surviving Civil Partner  ☐ A former Civil Partner (you were in a Civil Partnership that has since been dissolved)

13. If you are:

Married or entered into a civil partnership, from what date?

D D M M Y Y Y Y

Cohabiting, from what date?

D D M M Y Y Y Y

Separated, divorced or civil partnership dissolved, from what date?

D D M M Y Y Y Y

Note: A copy of your divorce or separation papers must be submitted with your claim.

If your spouse, civil partner or cohabitant died, what was their date of death?

D D M M Y Y Y Y

14. Would you like an interpreter service to help us process your application?

☐ Yes  ☐ No

15. Do you have a current Irish Residence Permit (IRP) Card?

☐ Yes  ☐ No

If yes, please state:

Your IRP Number: ______________________

16. What country were you born in?

______________________________

17. Your nationality?

______________________________
Part 1 continued

Your own details

18. If you are not an EEA or UK national, do you hold a current:

- Irish Residence Permit? □ Yes □ No
- Irish Employment Permit? □ Yes □ No
- Student Visa? □ Yes □ No

**Note:** The European Economic Area (EEA) comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

If you answer **yes** to any of the three questions above, please enclose your original permit and your original letter from the Department of Justice which sets out the reasons why you have been granted permission to reside in the Republic of Ireland.

If you do not have a current or valid permit, have you applied for a permit renewal?

□ Yes □ No

Please give further details as to your residency and/or employment status. Please enclose any relevant documentation, for example, your original most recent permit and a copy of your renewal application.

Residency outside the Republic of Ireland

19. Please give details of each country, outside the Republic of Ireland, that you have lived in.

**Country 1**

Country: ____________________________

Dates: From: ______/____/____ To: ______/____/____

Your social insurance number while there: ____________________________

Did you have the necessary permission to reside in that country?

□ Yes □ No

If **no**, please outline the circumstances of your residency:

________________________________________________________________________

How did you support yourself while you lived in that country?

________________________________________________________________________

**Note:** A separate sheet of paper can be used for more details if needed.
Residency outside the Republic of Ireland continued

**Country 2**

Country:  

Dates:  

From:  

To:  

Your social insurance number while there:  

Did you have the necessary permission to reside in that country?  

Yes  

No  

If no, please outline the circumstances of your residency:  

How did you support yourself while you lived in that country?  

**Country 3**

Country:  

Dates:  

From:  

To:  

Your social insurance number while there:  

Did you have the necessary permission to reside in that country?  

Yes  

No  

If no, please outline the circumstances of your residency:  

How did you support yourself while you lived in that country?  

Page 4  **Note:** A separate sheet of paper can be used for more details if needed.
20. Provide full details of your last address outside the Republic of Ireland.

Address:

Provide the most recent six months bank statements of all accounts held outside the Republic of Ireland as evidence.

21. Do you own or have you ever owned any kind of property, land, business or capital for example outside of the Republic of Ireland?

Yes  No

If yes, please state:

Type of property, for example, house, apartment or land.

Address of the property:

Please provide evidence of your ownership of this property.

Did you live in the property?  Yes  No

Is the property rented?  Yes  No

If yes, please provide a copy of a rental or tenancy agreement.

Have you sold the property?  Yes  No

If yes, please provide evidence of the completion of sale of this property.

Note: A separate sheet of paper can be used for more details if needed.

22. Please give any further information that may assist your application.

Note: A separate sheet of paper can be used for more details if needed.
23. Please give details of each period of time that you resided in the Republic of Ireland.

**First period of residency**

Your address: 
County: 
Eircode: 
Dates:  
From:  
To:  
  D D M M Y Y Y Y

Did you have the necessary permission to reside in the Republic of Ireland at that time?  
Yes  No

If no, how did you support yourself during this period of residency in the Republic of Ireland?

**Second period of residency**

Your address: 
County: 
Eircode: 
Dates:  
From:  
To:  
  D D M M Y Y Y Y

Did you have the necessary permission to reside in the Republic of Ireland at that time?  
Yes  No

If no, how did you support yourself during this period of residency in the Republic of Ireland?
24. Please give details of all your previous employments in the Republic of Ireland, starting with your first employer.

**Employer 1**

**Employer’s name:**

**Employer’s address:**

**County**

**Eircode**

Dates you worked there:

From: ________ ________

To: ________ ________

Was your employment: [ ] Full-time  [ ] Part-time

Did you have a written contract of employment?

[ ] Yes  [ ] No

Number of hours worked a week: ________

**Employer 2**

**Employer’s name:**

**Employer’s address:**

**County**

**Eircode**

Dates you worked there:

From: ________ ________

To: ________ ________

Was your employment: [ ] Full-time  [ ] Part-time

Did you have a written contract of employment?

[ ] Yes  [ ] No

Number of hours worked a week: ________

**Note:** A separate sheet of paper can be used for more details if needed.
Part 1 continued

Your own details

Previous residency in the Republic of Ireland continued

25. Provide full details of your last address in the Republic of Ireland during your previous period of residency.
   Address:
   County
   Eircode

26. If you previously lived in the Republic of Ireland were you or your partner in receipt of a social welfare payment or did someone claim for you as a dependent or student on a social welfare payment?
   [ ] Yes  [ ] No

27. Why did you leave the Republic of Ireland?

28. Please provide any other details you feel may be relevant.

Current residency in the Republic of Ireland

29. When did you come to live in the Republic of Ireland?
   [ ]  [ ]  [ ]
   D  D  M  M  Y  Y  Y  Y

30. Why did you decide to live in the Republic of Ireland?
31. Have you lived in the Republic of Ireland continuously since the date you came to live here or returned to live here?

- [ ] Yes
- [ ] No

If yes, please provide proof of residency, for example, documents or evidence to show your continuous residency in the Republic of Ireland such as a rental agreement and/or utility bills.

If no, state when you were absent from and to, and indicate why you left, for example, study or holidays.

**First absence**

Dates you were absent:

- From: [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- To: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Reason you left:

**Second absence**

Dates you were absent:

- From: [ ] [ ] [ ] [ ] [ ] [ ] [ ]
- To: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Reason you left:

32. Are you currently working in the Republic of Ireland?

- [ ] Yes
- [ ] No

If yes, please give details of employment.

- Employer’s name:
- Employer’s address:

County

Eircode

Date you started working there: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

- Is your employment: [ ] Full-time
- Part-time

Do you have a written contract of employment?

- [ ] Yes
- [ ] No

Number of hours worked a week: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
33. Did you arrange or seek to find employment in the Republic of Ireland before coming to the Republic of Ireland?  
☐ Yes  ☐ No  
If **yes**, please give details.

If **no**, please give details of how you have supported yourself since you came to the Republic of Ireland?

34. Were you self-employed?  ☐ Yes  ☐ No  
If **yes**, please give details including proof the self-employment was registered with the Office of the Revenue Commissioners.

35. If you never worked in the Republic of Ireland, have you looked for work in the Republic of Ireland?  
☐ Yes  ☐ No  
If **yes**, please give details.
36. Have you undertaken any training?

[ ] Yes  [ ] No

Please provide evidence of any training you have done or are currently doing.

37. How long do you plan to stay in the Republic of Ireland?

38. Please outline in full, the reasons for staying in the Republic of Ireland.

39. Please provide any other information that shows your connection to the Republic of Ireland. For example, if you belong to any professional bodies, community groups, social or sports organisations in the Republic of Ireland.

40. Please provide details of any substantial change in circumstances since your residency in the Republic of Ireland.
41. Do you own or have you ever owned properties, lands or businesses in the Republic of Ireland?

☐ Yes ☐ No

If yes, please state:

Type of property, for example, house, apartment or lands:

Address of the property:

County

Eircode

Please provide evidence of your ownership of this property or land.

Are you living in the property?

☐ Yes ☐ No

Is the property rented?

☐ Yes ☐ No

If yes, please provide a copy of a rental or tenancy agreement.

Have you sold the property?

☐ Yes ☐ No

If yes, please provide evidence of the completion of sale of this property.

Note: A separate sheet of paper can be used for more details if needed.

42. Do you have any bank accounts in other countries?

☐ Yes ☐ No

If yes, please give details:

Note: A separate sheet of paper can be used for more details if needed.
Part 2  
Your spouse’s, civil partner’s or cohabitant’s details

43. Their PPS Number: [Blank]

44. Title, insert an ‘X’ or specify:
   - Mr [Blank]
   - Mrs [Blank]
   - Ms [Blank]
   - Other [Blank]

45. Their surname: [Blank]

46. Their first names: [Blank]

47. Their birth surname: [Blank]

48. Their date of birth: [Blank]
   - DD
   - MM
   - YYYY

49. Their mother’s birth surname: [Blank]

50. Their nationality: [Blank]

51. Do they live in the Republic of Ireland with you?
   - Yes [Blank]
   - No [Blank]

   If yes, please state:
   Date their current stay in the Republic of Ireland began:
   - DD
   - MM
   - YYYY

   If no, please state where they are and any plans you have made for them to join you:

   [Blank]

Note: A separate sheet of paper can be used for more details if needed.

52. Did your spouse, civil partner or cohabitant live in the Republic of Ireland previously?
   - Yes [Blank]
   - No [Blank]

   If yes, please outline when and the circumstances of their residency including employment and/or self-employment details.

   [Blank]

53. Please give any other relevant information.

   [Blank]
54. Did they arrange work prior to coming to the Republic of Ireland?
   Yes  No
   If yes, please give details:
   
55. Have they always worked since coming to the Republic of Ireland?
   Yes  No

56. Are they employed at present in the Republic of Ireland?
   Yes  No
   If yes, please state:
   Employer's name:  
   Employer's address:  
   County:  
   Eircode:  
   When employment started:  D  D  M  M  Y  Y  Y  Y
   Is their employment:  Full-time  Part-time
   Have they a written contract of employment?
   Yes  No
   How long is the job likely to last?
   D  D  M  M  Y  Y  Y  Y

57. Are they currently getting a social welfare payment?
   Yes  No
   If yes, please state:
   Name of payment:  
   If no, have they previously got a social welfare payment?
   Yes  No
   If yes, please state:
   Name of payment:  

Part 3: Your spouse’s, civil partner’s or cohabitant’s work and claim details
58. Do you wish to claim for children who normally live with you and who are being supported by you or any other dependants?

☐ Yes  ☐ No

If yes, please state child’s or dependant’s:

**Child or dependant 1**

Surname: __________________________________________
First names: _______________________________________
Date of birth: D D M M Y Y Y Y

**Child or dependant 2**

Surname: __________________________________________
First names: _______________________________________
Date of birth: D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

59. Do all of your children or other dependants live in the Republic of Ireland with you?

☐ Yes  ☐ No

If no, please state where they are and any plans you have made for them to join you: ___________________________________________________________
60. Have you children in school in the Republic of Ireland?

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<th>Yes</th>
<th>No</th>
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If yes, how many children?

Please state:

**Child 1**

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**Child 2**

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Part 4 continued

Details of your children

Child 3
Surname: 
First names: 
Date of birth: ______/____/____
Name of school: 
Address of school: 
County: 
Eircode: 
Start date: ______/____/____

Child 4
Surname: 
First name: 
Date of birth: ______/____/____
Name of school: 
Address of school: 
County: 
Eircode: 
Start date: ______/____/____
Part 4 continued  
Details of your children

Child 5

Surname:  
First names:  
Date of birth:  
Name of school:  
Address of school:  
County  
Eircode  
Start date:  

Note: A separate sheet of paper can be used for more details if needed.

Part 5  
Details of other family members

61. Does any of your close family live in the Republic of Ireland, for example, parent, brother or sister?

[ ] Yes  [ ] No

If yes, please state:

Person 1

Their PPS Number:  
Their surname:  
Their first names:  
Their date of birth:  
Their address:  
County  
Eircode  
Their relationship to you:  
Date they came to the Republic of Ireland:  

Page 18
### Person 2

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**Note:** A separate sheet of paper can be used for more details if needed.
62. Does any of your close family, for example parent, brother or sister, live outside the Republic of Ireland?

- Yes
- No

If yes, please state:

**Person 1**

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**Person 2**

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**Person 3**

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**Note:** A separate sheet of paper can be used for more details if needed.
Have you enclosed the following where applicable?

☐ Your Irish Residence Permit and the letter setting out any conditions to this residence, or the renewal application for this Residence Permit.

☐ Your Irish Employment Permit.

☐ Your Irish Work Permit.

☐ Your Irish Student Visa.

☐ Bank statements for the last six months for all bank accounts held outside the Republic of Ireland.

☐ Documentary proof of continuous residency in the Republic of Ireland.

☐ Documentary proof of registration of self-employment in the Republic of Ireland with the Office of the Revenue Commissioners.

If you were born, married or entered into a civil partnership or civil union outside of the Republic of Ireland please submit where applicable:

☐ Your birth certificate.

☐ Your spouse’s, civil partner’s or cohabitant’s birth certificate.

☐ Your marriage certificate or civil partnership or civil union registration certificate.

☐ Your divorce, dissolution of civil partnership or separation documents.

Note only original certificates will be accepted

Please remember to sign the Declaration in Part 1.

If you have any difficulty in filling in this form, please contact your local Intreo Centre or Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting www.gov.ie/intreo
Data Protection Statement
The Department of Social Protection administers Ireland’s social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

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