



## How to fill in first page of this form

To help us in processing your application:

- Print letters and numbers clearly.
- Use one box for each character (letter or number).

Please see example below.

1. Your PPS Number:	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>T</td><td></td><td></td></tr></table>	1	2	3	4	5	6	7	T																																
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## Contact Details

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# SAMPLE



# 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 name(s):

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

6. Birth surname:

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

8. Your mother's birth surname:

## Contact Details

9. Your address:   
  
  
 County  Postcode

10. Your telephone number:    
MOBILE  
   
LANDLINE

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.

Signature (not block letters)

Date:      
D D M M Y Y Y Y

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



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

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

If **Yes** to any of these 3 questions, please enclose your original permit and your original letter from the Department of Justice this sets out the reasons that you have been granted permission to reside in the Republic of Ireland.

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

Yes  No

Please give further details as to your residency and/or employment status, and enclose any relevant documentation (e.g. 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:

D D M M Y Y Y Y

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.













## Current residency in the Republic of Ireland continued

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 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.

## Current residency in the Republic of Ireland continued

**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 reason(s) 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.













**Child 5**

Surname:

First name:

Date of birth:        
D D M M Y Y Y Y

Name of school:

Address of school:

Start date:        
D D M M Y Y Y Y

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

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

Yes  No

If **Yes**, please state:

**Person 1**

Their PPS Number:

Their surname:

Their first name(s):

Their date of birth:        
D D M M Y Y Y Y

Their address:

Their relationship to you:

Date they came to the Republic of Ireland:        
D D M M Y Y Y Y





**Have you enclosed the following?**

- Your Irish Residence Permit or renewal application
  - Your Irish Employment Permit
  - Your Work Permit
  - Your Student Visa
  - Your Irish Residence Permit documents including, where relevant, the letter setting out any conditions attached to your residence in Ireland
  - Bank statements for the last 6 months for all bank accounts held outside the Republic of Ireland
  - Documentary proof of continuous residency in Ireland
  - Documentary proof of registration of self-employment with Revenue
- If born, married or entered into a civil partnership or civil union outside the Republic of Ireland:
- 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

**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 Citizens Information Centre, your local Intreo Centre or your local Social Welfare Office.

## 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](http://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.

00K 11-20

Edition: November 2020