



Department of Foreign Affairs

APPLICATION COVER PAGE

REDACTED

This cover page must be submitted with your documents.

Please print one sided in black and white.



APPLICATION

REDACTED

If submitting multiple applications, please enter each application number in this box

Dear

REDACTED

Thank you for using our online service to submit your passport application. We will only start to process your application when we receive the documents listed below.

Additional documents are required to verify your citizenship.

- Cover page
- Identity Verification Form
- Applicant's full civil birth certificate
- Copy of front and back of Public Services Card, or a copy of driving licence certified by a solicitor or An Garda Síochána, or original passport or National ID Card from another country. If resident outside the state, certified colour copies of ID are acceptable. A copy can be certified by a police officer, a solicitor, the witness who signs your Identity Verification Form, or by the issuing authority.
- Proof of name (for example, original utility bills, bank statements, government correspondence)
- Proof of address

If you are providing your original passport from country of birth/previous nationality you do not need to submit additional government issued photo identification.

- Applicant's Foreign Births Registration certificate (we will also accept a colour copy of Foreign Birth Registration Certificate, certified as a true copy of the original by a solicitor or notary public)
- Civil marriage certificate or civil partnership certificate

The Passport Service reserves the right to request additional documentation.

The originals of all other documents must be submitted unless otherwise stated. All original documents will be returned to you.

Please do NOT submit:

Photocopies, Short Form Birth Certificates or Laminated Certificates

Please note: If you are renewing an Irish passport, the previous one will be cancelled within 4 weeks of when you receive your new passport.

We advise that you use registered post when submitting the documents. Please post the documents to the address below:

**Passport Service of Ireland
First Time Application A2
PO Box 13440
Balbriggan, Co. Dublin
Ireland**

Please note: Each envelope must only contain the documents for one application. Once you have placed your application cover page and required documents in an envelope, please attach the postal label securely to the front of the envelope. Once your documents are received, you can track the progress of your application using our passport tracker at: passporttracking.dfa.ie

Regards,
The Passport Service



IDENTITY VERIFICATION FORM

IMPORTANT NOTES FOR WITNESSES

- The applicant must sign in your presence, be personally known to you and **not** be related to you.
- You may be contacted to verify the validity of your signature.
- Knowingly or recklessly providing false or misleading information in relation to this form is an offence under the Criminal Justice Act 1997.

DETAILS OF APPLICANT

SURNAME
FORENAME
DOB:
GENDER
ADDRESS

REDACTED

REDACTED

REDACTED

The box below must be signed in the presence of the witness.

X

SIGNATURE OF APPLICANT

DATE SIGNED

DETAILS OF WITNESS (PLEASE USE BLOCK CAPITALS)

FULL NAME:

PROFESSION:

WORK ADDRESS:

WORK TEL. No:

I, the witness, declare that the applicant is known to me, is not related to me and has signed this form in my presence.

X

SIGNATURE OF WITNESS

DATE SIGNED

INFORMATION FOR APPLICANT

Please use the check list below to avoid delays to your applications:

- ☐ The witness was chosen from the approved list at the bottom left of the form.
- ☐ The witness is not related to me and is not retired.
- ☐ The date of signing (not date of birth) has been noted beside each signature.
- ☐ I am supplying the original Identity Verification Form and not a photocopy.
- ☐ The form is not more than 6 months old.

Please note: Your application will not be processed until we speak with your witness by telephone. Delays will be experienced if your witness is on annual leave or cannot take a phone call.

APPROVED WITNESSES (MUST BE PRACTICING):

School Principal/Vice Principal, Teacher/Lecturer, School Secretary, Pre-School Manager/Montessori Teacher, Medical Doctor, Dentist, Vet, Nurse, Physiotherapist, Speech Therapist, Pharmacist, Manager/Assistant Manager of Bank/Credit Union, Member of An Garda Síochána/Police Officer, Elected Public Representative, Commissioner for Oaths/Notary Public, Peace Commissioner, Engineer, Lawyer, Accountant, Member of the Clergy.

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**Passport Service of Ireland
First Time Application A2
PO Box 13440
Balbriggan, Co. Dublin
Ireland**

REDACTED



PLEASE CUT ALONG THIS LINE



- **Please print one sided**
- **Above is the dispatch label for your online passport application**

INSTRUCTIONS

- **Place documents and cover sheet securely in an envelope**
- **Cut along the above dotted line and affix the label to the envelope**
- **We advise that you use registered post when submitting the documents.**

SAMPLE DISPATCH LABEL



**YOU CAN TRACK THE PROGRESS
OF YOUR PASSPORT APPLICATION
WITH THIS NUMBER**