

**Documentation required when applying for a performance visa
to travel to Ireland**

**PLEASE NOTE THAT ALL DOCUMENTS LISTED BELOW
MUST BE INCLUDED WITH THE APPLICATION
AS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**All documents listed must be original unless stated otherwise.
All documents must be in English or
accompanied by a notarised translation**

	Document Required	Check Box
1.	Online summary sheet, signed and dated by you, the applicant – you must ensure that your online application has been fully completed	
2.	Your original passport, valid for 6 months after your date of departure from Ireland	
3.	One recent passport size photo	
4.	Evidence of your permission to remain in the UK (stamp or sticker in passport or on other approved official document provided by the UK authorities or a UK Identity Card), valid for at least 3 months after your date of departure from Ireland	
5.	Processing fee (postal orders or bank drafts should be made payable to the Embassy of Ireland) Note: Payments for postal applications should be by postal order or bank draft only.	
6.	Schedule of dates and performances	
7.	An <u>original, signed and dated letter on official headed paper</u> from your hosts in Ireland giving details of the event and confirmation that you are scheduled to perform. This letter should also state whether your hosts will be covering your costs (travel, accommodation & expenses) while you are in Ireland. Note: The letter should be dated within the 4 week period immediately prior to your date of application. Details of how your hosts came to know about you and engage you for the event will all help to support your application.	
8.	An <u>original, signed and dated letter on official headed paper</u> from your employer/organisation in your home country/country of permanent residence (a) confirming your attendance at this event (b) giving background details of your group/act, including evidence of past performances both in your own country and others. (c) confirming the date on which you will return to your country of permanent residence. Note: The letter should be dated within the 4 week period immediately prior to your date of application.	
9.	If you are responsible for the costs of the trip, evidence of how you intend to finance your trip and support yourself for the duration of your visit in the form of up to date bank statements for the 3 month period prior to your visit. Bank Statements should include the most recent transactions for the account up to the date of your application and: (i) must be original (ii) must show your current address and	

	(iii) must show a credit balance of at least £250. Lump sum lodgements made shortly before your application will not be considered. Note: ATM receipts are not accepted.	
11.	Details of any previous applications you have made for an Irish visa including those refused.	
12.	If you have been refused a visa for any other country details of this should be submitted.	
13.	For postal applications, a self addressed Special Delivery envelope for return of your passport and documents	

The Visa Officer reserves the right to request additional documentation, if required, in support of your application. The provision of all of the documentation listed in no way guarantees that a visa will be granted.

Note to Event Organisers

When organising an event at which you intend to have a visa-required national perform, it is recommended that you notify the visa office well in advance giving full details of the event, schedule and dates of performances.

You should also, where possible, provide details of:

- The reasons for engaging this particular performer/act
- How they came to your attention
- Whether you can vouch for their bona-fides of the performer/act

You should also state who is responsible for the performer's/act's costs (travel, accommodation and expenses) for the duration of their stay in Ireland.