

**Documentation required when applying for a visa to visit Ireland  
(holiday, visit friends/family, wedding etc)**

**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**

	<b>Document Required</b>	<b>Check Box</b>
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 at least 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: for postal applications, payment should be by postal order or bank draft only	
6.	Full details of the reason for your visit (holiday, visiting family/friends etc)	
7.	<b>In employment or studying:</b> An <u>original up to date signed</u> letter from your place of employment or study on headed paper with full contact details – giving details of your employment or course and confirming that you will be returning there following your visit to Ireland. Note: The letter should be dated within the 4 week period immediately prior to your date of application.	
(a)		
(b)	<b>Self Employed:</b> You must provide documentary evidence of your business/company in the form of: <ul style="list-style-type: none"> <li>• An original, signed and dated letter on headed paper from your solicitor/accountant/tax consultant <i>and/or</i></li> <li>• Recent correspondence relating to your self employment from the Inland Revenue <i>and/or</i></li> <li>• The original letter of incorporation <i>and/or</i></li> <li>• Up to date banks statements (from the past three months) for your business bank account <i>and/or</i></li> <li>• Most recent utility bills for your business premises</li> </ul>	
8.	An <u>original up to date, signed</u> letter of invitation from your reference in Ireland, including the address at which you will be staying, confirming that accommodation will be provided for the duration of your stay. Note: The letter should be dated within the 4 week period immediately prior to your date of application.	
(a)		
(b)	A copy of your reference's passport – and if a non EEA national a copy of their current Irish permit (GNIB card and Immigration stamps)	
(c)	Details of how you are known or related to your reference and, if required, supporting evidence of this.	

9.	<b>Accommodation:</b> If you are staying in hotel, guesthouse or B&B accommodation, confirmation of the reservation, including details of the accommodation (address), your name and the exact dates of your stay	
10. (a)	<b>Evidence of Funds:</b> 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 immediately 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.	
(b)	In the event that you are being supported by a spouse, partner or member of your family, they should provide: (i) evidence of funds in the form of bank statements as outlined in 10 (a) above (ii) an original, signed and dated letter stating that they are undertaking to support you during your trip to Ireland (iii) evidence of their relationship to you	
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	
14.	<b>All children's applications must also include:</b>	
(a)	The child's original long form birth certificate showing the names of both parents	
(b)	A letter from the child's school confirming current attendance or a letter from their GP if the child is not yet of school going age	
(c)	The written consent of both parents for the child to travel or a sworn affidavit of guardianship/or original court order in the case of sole guardianship	
(d)	Original (or certified copies) photo id for both parents, as named on the birth certificate, which includes their signatures	

**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: Visit/Holiday visas are granted ONLY for short term stays. The duration of stay is determined by an Immigration Officer at the Port of Entry, but will never exceed a maximum of 90 days. It is not possible to extend your stay beyond 90 days.**

**You must leave the State on or before the date which has been stamped on your passport by the Immigration Officer. (The dates on your visa refer to the dates during which you can seek to enter the State)**