



**Irish Passport Application
Additional Notes Specific to Great Britain**

PASSPORT APPLICATION CHECKLIST

Please ensure that each application contains the following information \ documentation. Failure to do so will result in your application being rejected.

1. Fully and correctly completed application form APS2E including witness.
2. Proof of Irish citizenship (see Note 3 of APS2E)
3. Self addressed envelope (Recorded or Special delivery recommended)
4. Payment, Cheque or Postal Order (payable to the Embassy of Ireland), Credit Card, **Debit Cards & Cash cannot be accepted at our Public Office.**
5. Two photographs that adhere strictly to the photo guidelines enclosed with form APS2E. At least one photograph should be witnessed.

If in any doubt, please contact our Information Service on 0207 2257700 between 9.30 am and 12.00 noon Monday - Friday for advice on all aspects of your passport

FEE & TYPE OF PASSPORT Effective From 1st February 2009

<u>Age</u>	<u>Validity</u>	<u>Stg£ Price</u>	<u>Euro€ Price</u>
Under 3 yrs	3 years	STG£14.00	€16.00
3 yrs to 17 yrs	5 years	STG£23.00	€26.50
18 yrs to 64 yrs	10 years	STG£70.00	€80.00
Over 65 yrs	10 years	FREE	FREE
Large 64 pgs	10 years	STG£96.00	€110.00

If paying by Credit card payment will be taken in Euros (exchange rate at time of transaction will apply). Please ensure that the **cardholder has signed Section 1** of the application and entered the **expiry date** of the card. Debit, Laser and Maestro cards are not accepted.

Tracking The Progress of an Application

You can track the progress of your application using the 11 digit application barcode number on the website below

WWW.passport.ie



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DOCUMENTS\CERTIFICATES

We **do not** accept, short form birth certificates, Baptismal Certificates, Church Marriage Certificates, Laminated Certificate (excluding Post Nuptial & Naturalisation Certificate) Photocopies or scanned copies of documents or passports.

Details of how to obtain Irish civil certificates are available at www.groireland.ie Tel: 00 353 90 6632900

Details of how to obtain UK civil certificates are available at www.gro.gov.uk/gro/content/ Tel: 0845 603 7788

Please note you may be asked to submit additional documentation to support your application at the request of the issuing officer.

ACCEPTABLE WITNESSES
CERTIFICATE OF IDENTITY (Section 9)
CONSENT OF PARENTS OR GUARDIANS (Section 7)

The applicant must sign Section 8 in the presence of a member of one of the following professions, who is at time of signing is ; practicing in the UK ; not related to or living with the applicant.

- Police Officer & Special Constables** (we do not accept civilian members of staff)
- Members of the Clergy** (for passport purposes we define a member of the clergy as someone who can officiate at ceremonies i.e. weddings, funerals etc.)
- Medical Doctor or Dentist** (must be registered with the GMC)
- Solicitor \ Magistrate \ Judge** (registered with the law society) and **Legal Executives**
- Bank Official** (this includes building societies and postmasters and sub-postmasters)
- Justice of the Peace, Notary Public, Commissioner for Oaths**
- Elected Public Representatives** (this includes members of Parliament & County Councillors)
- Teachers** (this includes primary, secondary and tertiary educators only)
- Accountant** (must be registered with an accounting body e.g. the Institute of Chartered Accountants)

The witness should sign the back of one of your photographs and insert the form number displayed in Section 9. Please ensure that your witness is easily contactable at their place of work, that they clearly print their address and contact number (mobiles not accepted). Please note your application will be returned if we are unable to contact the witness or the witness does not fully and accurately complete their section(s) of the form. The witness does not need to know the applicant for any length of time provided they are satisfied as to their identity.

Contact

Postal applications should be sent to :

Embassy of Ireland
Passport & Visa Office
Montpelier House
106 Brompton Road
London SW3 1JJ

Please **DO NOT** send cash in the post, Sterling Cheque, Sterling Postal Order or Credit card payments **ONLY**.

For more information on applying for an Irish passport, please visit our Website at: www.embassyofireland.co.uk

If you wish to call us, our ***Information Service*** the phone number is **0207 2257700 and is open between 9.30 am and 12 noon Monday - Friday**, please ensure that you have your **11 digit barcode number** to hand as without this our operators may not be able to advise you. The Information Service is provided to advise applicants with regard to all aspects of their passport applications. The Information Service staff cannot make any changes, improvement or fast track applications already submitted.