



## Embassy of Ireland, London - Passport Services

### Please Read

### Important Notice to Customers

- 1 **The current processing time is approximately 5 weeks.** Passports are processed on a first come, first served basis regardless of whether they are submitted by post or handed in at the public counter.
- 2 Customers are advised to check the expiry date of their passports before making any overseas travel plans. If a passport has already expired or will expire before the completion date of their planned journey, they should submit an application immediately. We strongly advise customers not to make bookings until they are in possession of a valid passport that will cover the full period of their journey.
- 3 Customers should note also that some countries require visitors to have a minimum validity period remaining on their passport. You should check with your travel agent or the Embassy of the country you are visiting to establish if such a condition applies.
- 4 The Passport Office (106 Brompton Road, London SW3 1JJ) is open between 09:30 and 16:30 Monday-Friday. Please note that Telephone contact with the Passport Office (0207 225 7700) is available between 09:30 and 16.00 on weekdays. Information on passport services is available at all times on the Embassy's website [www.embassyofireland.co.uk](http://www.embassyofireland.co.uk).
- 5 All passports will be returned by post. Please ensure that you include a stamped, self-addressed (and preferably registered) envelope with your application. It will not be possible to collect passports at the Passport Office.
- 6 Please ensure also that applications are completed correctly and are accompanied by the required documents and fees. Incorrect or incomplete applications will be returned. Cash or debit cards cannot be accepted at the counter. Cheques and Postal Orders (in £ Sterling) should be made payable to "**Embassy of Ireland**" for the required amount. Cheques/Postal Orders made out to any other name cannot be accepted.

PRICE LIST			
Age	Validity	Stg £ Price	Euro € Price
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

- 7 The requirement that applicants submit their existing passport with their application for a new passport has been temporarily suspended in cases where the current passport has not yet fully expired. In such cases, customers should include a photocopy of the personal details pages of the current passport with their application for a new passport.
- 8 Customers are advised to note the 11 digit barcode number on the application form prior to submitting the application. This will allow you to track the progress of your application online at [www.passport.ie](http://www.passport.ie)



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**9 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](http://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/](http://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.

**10 Acceptable Witnesses (Certificate of Identity (Section 9)/Consent of Parents (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 and 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.

**11 PASSPORTS ARE NOT REQUIRED** for trips between Ireland and Britain by Irish citizens. SOME airlines do insist on passengers having valid passports but others as well as ferry companies accept alternative forms of photo ID such as driver's licence, an international student card, a social security card or a work ID. Check the website of your travel company before booking or travelling"