



An Roinn Dlí agus Cirt
Department of Justice

Travel Document Application Form



Travel Document Unit
August 2021

Important Information

Please ensure that you read this information before completing your application form. The information outlined below will assist you in completing your form correctly and minimise the possibility of your form being returned due to omissions or errors.

Further information on Travel Documents if required can be found on our website www.inis.gov.ie (under Immigration – Travel Documents).

Application Form

Please indicate the type of Travel Document you are applying for in Section 1. It is important that all other sections relevant to you are fully completed. **If your application form is incomplete, or you do not submit all of the required documentation your application cannot be processed and will be returned.**

Fee Payable

The administration fee payable for a Travel Document is outlined on our website. Payment can be made by Postal Order or Bank Draft.

Photographs

You must submit 4 passport sized photos with your application, 2 of which must be signed by a member of An Garda Síochána. Full requirements are set out on our website and are the same as those used for an Irish Passport. It will not be possible to produce a Travel Document where the photos do not meet the required standard and your application will be returned.

Signature

You must sign the Declaration in Section 7 in the presence of a member of An Garda Síochána. You must also sign the Declaration in Section 9 and sign in the box provided. The box will be used to create a digital image of your signature which will be shown on your document. **It is extremely important that no part of your signature should be outside this box.** If you do not comply with this requirement we will be unable to produce your Travel Document.

Lost/Stolen Travel Documents

If you are applying for a Travel Document to replace one that has been lost or stolen you **MUST** complete Section 5 of this form. Additional documents are also required in these circumstances and outlined within the section. You will be required to sign an undertaking in the presence of a member of An Garda Síochána, to return the missing document if found. **Note: Applications for replacement documents will take a minimum of 12 weeks to process. No exceptions can be made to this requirement.**

Travel Documents for Minors (Children Under 18)

Parental Consent is required for all applicants under the age of 18 years. Section 6 of this form **MUST** be completed by both parents or legal guardians. Where one parent claims to be sole legal guardian of the minor, an affidavit will need to be sworn and submitted with the application. This form can be found on our website. Evidence that the child is resident in the State will also be required.

Green Sections must be fully completed by the applicant, their parent or legal guardian

Red Sections must be fully completed by **OR** in the presence of a member of An Garda Síochána. **The Garda Symbol will also be present on these sections.**



Section 1 A – Type of Document

Please tick the appropriate box to indicate the type of Travel Document you wish to apply for

- ☐ Refugee under the International Protection Act 2015 (Refugee Document)
- ☐ Subsidiary Protection under the International Protection Act 2015. A Travel Document will only issue where a person is unable to obtain a national passport. You must fully complete Section 1B below.
- ☐ Programme Refugee under Section 59 of the International Protection Act 2015.
- ☐ Family member of a person granted permission to remain in the State under one of the above three provisions. You must fully complete Section 1B below.
- ☐ Temporary Travel Document –You must fully complete Section 1B below. This Document may be issued in exceptional circumstances only, usually for the purpose of seeking urgent medical treatment or other humanitarian reasons, to a person who is currently resident in Ireland, and does not hold a national passport. **Irish Travel Documents are not issued for the purpose of supplementing the passport procurement processes of other countries whose citizens are resident in Ireland**

Section 1 B – Evidence of Efforts Made To Obtain National Passport

Have you sought the assistance of your consular service to obtain a National Passport? YES ☐ NO ☐

You must enclose with this application a letter from your Embassy/High Commission showing that they have formally and unreasonably refused your application for a passport or travel document.

Please provide details below as to why you are applying for a Temporary Travel Document:

Section 2: Applicant Details

This section is the personal information required in order to process your application. Leaving any area blank may result in the returning of your application and or delays to processing.

Section 2 A – Personal Information

Surname (Family Name):

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Forename(s):

1.

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2.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Current Residential Address (in Ireland):

Telephone Number:

			-							
--	--	--	---	--	--	--	--	--	--	--

Gender:

Male

☐

Female

☐

Date of Birth

		-			-				
--	--	---	--	--	---	--	--	--	--

City of Birth

--	--	--	--	--	--	--	--	--	--

Country of Birth

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section 2 B – Reference Numbers

Person ID No:

						-		
--	--	--	--	--	--	---	--	--

Justice Reference No.

69/

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Certificate of Registration Number:

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Certificate of Registration Card Expiry Date:

		-			-		
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PPS No. (Public Services Number):

						-		
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Section 2 C - Convictions

Have you been convicted of any criminal offences
in the State or abroad?

☐

YES

☐

NO

If "Yes" please provide details of convictions (country, offence, year etc):

Are there any charges pending against you in the
State or abroad?

☐

YES

☐

NO

If "Yes" please provide details of charges (country, offence etc):

Section 3 – Identity Document Details

Please complete all sections relevant to you

Section 3 A – Passport

Do you hold a Passport: ☐ YES ☐ NO

If you are in possession of a Passport, you must surrender it with your application. A Travel Document will not issue to a person in possession of a Passport.

Passport Number:

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Date of issue:

		-			-		
--	--	---	--	--	---	--	--

Date of expiry:

		-			-		
--	--	---	--	--	---	--	--

Place of Issue:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Nationality:

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Section 3 B – Travel Document

Do you hold a Travel Document: ☐ YES ☐ NO

Travel Document Number:

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Date of issue:

		-			-		
--	--	---	--	--	---	--	--

Date of expiry:

		-			-		
--	--	---	--	--	---	--	--

Place of Issue:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Nationality:

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Section 3 C – National ID Card

Do you hold a National ID Card: ☐ YES ☐ NO

If you are in possession of a National ID Card, you must surrender it with your application.

National ID Card Number:

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Date of issue:

		-			-		
--	--	---	--	--	---	--	--

Date of expiry:

		-			-		
--	--	---	--	--	---	--	--

Place of Issue:

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Nationality:

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Section 3 D

If you do not hold any of the above documents, please declare this by ticking this box:

☐

Section 4 – Immigration History in the State

The information below is required to process your document.
Please complete fully.

Section 4 A – General Information

Date of arrival in the State:

		-			-		
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Place of arrival:

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Date of first Registration in Ireland:

		-			-		
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If no registration date has been provided, please explain why:

Status on arrival in the State (please tick):

Asylum Seeker	☐	Student	☐	Visitor	☐
Work Permit / Authorisation Visa	☐	Other	☐		

If "other" please give details: _____

Section 4 B – Removal Information

Have you even been deported from the State?

☐	YES	☐	NO
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If "Yes" please provide details:

Are you currently the subject of a Deportation Order made in Ireland?

☐	YES	☐	NO
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If "Yes" please provide details:

Are you currently the subject of a Transfer Order made in Ireland?

☐	YES	☐	NO
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If "Yes" please provide details:

Section 5 – Statement of Loss

If your most recent Travel Document was lost or stolen please complete this section and have it signed and stamped by a member of An Garda Síochána

In addition to the documents noted in Section 9 (Checklist and Documentation), you will also need to submit the following:

- ☐ Evidence to show use of name – e.g. payslips, bank statement, records of Social Welfare payments etc
- ☐ Evidence of residency at address shown on form – e.g. utility bills, official correspondence from public or private bodies
- ☐ Original Garda Report (obtained when you first reported loss / theft)

Please note, it will take a minimum of 12 weeks to process an application for a replacement document.

Section 5 A – Details of Lost / Theft

My Travel Document was Lost ☐ Stolen ☐ Other ☐

If “other” please provide details:

Where and when was your Travel Document lost / stolen?

Have you ever lost a previous Travel Document? If so please state if it was ever found / recovered?

Section 5 B – Declaration

I undertake to return my missing Travel Document to Immigration Service Delivery if found. I declare that the information I have given in this statement is correct in all respects.



Signature of Applicant: _____

Date:

		-			-		
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Signature of Garda: _____

Rank: _____ Station: _____

Official
Station
Stamp:

Section 6 – Parental Consent

If the applicant is under 18 years of age, this section **MUST** be completed by both Parents or Legal Guardians, or the person with Parental Responsibility for the minor. Evidence must be submitted to show Parental Responsibility.

Full names of both Parents / Legal Guardians / Persons with Parental Responsibility:

Parent A

Name: _____

Date of Birth:

		-			-		
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Relationship to Applicant:

Parent B

Name: _____

Date of Birth:

		-			-		
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Relationship to Applicant:

It should be noted that where a minor is in the care of his/her parents, **BOTH** parents signatures are required. All signatures must be witnessed by a member of An Garda Síochána and the applicant minor must be present at the time. Where one parent claims to be the sole guardian of the minor, an affidavit will need to be sworn – for further details see www.inis.gov.ie

Section 6 B – Signature of Consent

I agree to the issue of a Travel Document for the named applicant minor:



Parent A

Sign: _____

Parent B

Sign: _____

Date: _____

Date: _____

Where only one signature provided, please give reason:

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 7 – Declaration

The following statements must be signed by the applicant in the presence of a member of An Garda Síochána



- *I hereby declare that the foregoing particulars furnished by me are true and accurate according to the best of my knowledge*
- *Apart from any document mentioned in Section 3 of this application, I do not possess a valid Passport or Travel Document*
- *I confirm that I am not a resident in any other country which would allow me to apply for a Travel Document from the authorities of that country*
- *I am resident in the Republic of Ireland*
- *I am aware that misuse of any Travel Document issued by Immigration Service Delivery will result in the forfeiture of said document and may affect future applications for a replacement Travel Document.*

Signature of applicant: _____

Date:

		-			-		
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Please ensure you complete Declaration and Travel Document Signature on page 12

Witnessed by: _____

Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 8 – Personal Details

To be completed by a member of An Garda Síochána



1. Height of applicant: ____ foot and ____ inches OR ____ cm

2. Colour of hair: **Black** ☐ **Brown** ☐ **Blonde** ☐ **Red** ☐ **Grey** ☐

Other (please specify) _____

3. Colour of eyes: **Brown** ☐ **Blue** ☐ **Green** ☐ **Grey** ☐ **Hazel** ☐

Other (please specify) _____

4. Shape of face: **Round** ☐ **Oval** ☐ **Heart** ☐ **Square** ☐

Other (please specify) _____

5. Shape of nose: **Normal** ☐ **Broad** ☐ **Narrow** ☐ **Flat** ☐

Other (please specify) _____

6. Complexion: **Fair** ☐ **Sallow** ☐ **Dark** ☐

Other (please specify) _____

7. Special Peculiarities / Identifying Features:

Completed by: _____ Date: _____

Rank: _____

Number: _____

Station: _____

Official
Station
Stamp:

Section 9 – Checklist and Signatures

Please provide original documents as requested below and tick the corresponding box to confirm you have included each with your application

- | | | |
|--------------------------|--|-----------------------|
| ☐ | Passport(s) or National Identity Card | All Applicants |
| ☐ | Evidence of Residence in Ireland (copy of Certificate of Registration) | |
| ☐ | Permission letter issued by this Department allowing you to reside in Ireland | |
| ☐ | Passport photos meeting the requirements outlined on our website: 2 signed and stamped on the reverse by a member of An Garda Síochána <u>AND</u> 2 left blank. 4 photographs required in total. | |
| ☐ | Fee (Bank Draft / Postal Order Only, payable to the Department of Justice). Details of fees can be found on our website. Cash will not be accepted | Minors |
| ☐ | All sections fully signed and completed and witnessed where required by a member of An Garda Síochána | |
| ☐ | Birth Certificate (if applicable). Long form of birth certificate, which records details of minors birth / biological parents, required for applicants under 18 years of age | |
| ☐ | School letter or letter from GP – not more than one week old - confirming applicant is registered/ enrolled and attends, plus one photo of applicant signed by school or GP. No stamp should be placed on photo. Minors require 4 photographs, two blank, one endorsed by a Garda and one by the school or GP. | |
| ☐ | Guardian/ Legal Custodian / Other persons with responsibility for applicant under 18 – original documents relating to guardianship / custody / delegated responsibility of child under 18 | |
| ☐ | Parental Consent / Affidavit – Section 6 of this form signed by both parents and witnessed by a member of An Garda Síochána | |

Incomplete forms or failure to submit all requested documentation will result in the automatic return of your application. Applications and supporting documentation can be submitted to:

Travel Document Section, ISD, 13/14 Burgh Quay, Dublin 2

Declaration and Travel Document Signature

The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with the form are a true likeness of me, or the minor applicant on whose behalf I am signing this form:

Signature of applicant _____
Date:

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Parent or guardian signature if applicant is unable to sign: _____

Travel Document Signature

Please insert your signature inside this box. Your signature should not touch the edges of the box and must be fully contained. Failure to comply will result in your application being returned. Minors over 7 years of age must sign themselves.



Department of Justice

August 2021
V1.1

Travel Document Section Privacy Notice

The data you provide in this form is collected by the travel document section, a Division of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: The Travel Document Section, The Department of Justice, 13-14 Burgh Quay, Dublin 2.

1. We may use the personal data you provide in this form for the following purpose(s):
to verify your identity, to establish permission to reside in the state, and to issue travel documents to you.
2. Our legal basis for collecting and processing this data is as follows:

International Protection Act 2015. The Travel Document Section issues Travel Documents in accordance with Section 55 of the act.

3. The personal data provided here will be stored securely on DoJ-IT servers. It may be shared, where appropriate, with the following third parties:
Department of Foreign Affairs and Trade for the purpose of printing travel documents.
4. The contact for any queries in relation to this form is The Travel Document Section, The Department of Justice, 13-14 Burgh Quay, Dublin 2 or INIStravdoc@justice.ie
5. This data will be stored in accordance with specified DoJ retention schedules and the requirements of the National Archives Act 1986.
6. You can request a copy of the personal data that we hold. You can do this by completing a Subject Access Request form, available at http://www.justice.ie/en/JELR/Pages/Data_Protection or from any Department of Justice Public Office, and forwarding it to subjectaccessrequests@justice.ie or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you.

7. You have the right to rectify any inaccuracies in your data. To do this you should write to The Travel Document Section, The Department of Justice, 13-14 Burgh Quay, Dublin 2 or INIStravdoc@justice.ie- documenting the inaccuracies which need to be rectified.

You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. In addition, you have the right to lodge a complaint with the Data Protection Commission. Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at

http://www.justice.ie/en/JELR/Pages/Data_Protection You can contact the Data Protection Officer for the Department of Justice by post at: The Data Protection Officer, Department of Justice

51 St. Stephen's Green, Dublin 2, D02 HK52.

Or

by email - dataprotectioncompliance@justice.ie