

IRELAND VAC CHECKLIST

Full Name_____

Passport
Photograph**BARCODE:**

Passport Number_____

Visa Type (tick as appropriate):

Date/Location of appointment

Short Stay ___ Long Stay ___ Transit ___

This checklist is for you to identify the documents you are submitting with your application. It is not a list of documents that you must provide but an indication of the types of documents that are commonly submitted. Further guidance is available at www.inis.gov.ie

You are required to provide a copy of all original documents (other than no.s 3 and 4). Please complete in full.

	SUPPORTING DOCUMENTS SUBMITTED (Documents numbered 1-5 are mandatory)	Original	Copy
1.	Fully completed and signed application summary sheet.		
2.	Payment confirmation receipt.		
3.	Two colour passport sized photographs not more than 6 months old.		
4.	Original valid passport. Passport must have sufficient space for a visa to be inserted; at least one empty page is required.		
5.	Signed letter of application including full contact details.		
APPLICANTS UNDER 18 YEARS OF AGE (Mandatory)			
6.	- Birth Certificate in all cases. - If applicant travelling alone or without both parents/guardians, signed consent from parents/guardians accompanied by copies of the consenting parent(s)/guardian(s) passport or national identity card which clearly shows their signatures.		
PURPOSE OF APPLICATION (INCLUDING ANY RELATED ARRANGEMENTS)			
7.	<u>Documentation to include the following as appropriate:</u> Visit Family /Friend or Tourist: evidence such as tour details, flight details, hotel booking confirmation, letter of invitation, evidence of link to host including (full contact details), proof that accommodation is being provided by host. Business, Conference, Event, Performance, Training, Exam, Internship, Minister of Religion, Lay Volunteer: evidence such as hotel booking confirmation, flight details, link to host organisation, proof of employment. Employment: Evidence such as flight details, hotel booking confirmation valid Atypical Working Scheme Approval letter, Employment Permit, Intra-Company Transfer Permit, Hosting Agreement with accredited Research Organisation. Family Members of EU/EEA/Swiss: evidence such as proof of relationship to EU/EEA/Swiss citizen (birth certificate, marriage/civil partnership certificate) and evidence that the EU/EEA/Swiss citizen already resides in Ireland or will travel to Ireland. Marriage/civil partnership: evidence such as flight details, hotel booking confirmation, evidence of relationship and evidence of intention to marry/enter into civil partnership. Medical Treatment: evidence such as flight details, letter from hospital in Ireland and letter from hospital country of permanent residence. Study: evidence such as flight and accommodation details, proof of immediate access to finances, receipt for payment of course fees, academic qualifications, medical insurance. Join Ship: evidence such as flight details, employment letter, letter of introduction from shipping company/agent in Ireland, seafarers travel document, ship's schedule. Join Family: evidence such as sponsor's passport, employment permit, proof of claimed relationship between sponsor and applicant (e.g. marriage/civil partnership certificate, birth certificates, evidence of defacto partnership), proof of claimed dependency (e.g. money transfers, receipted household utility bills). Transit: travel itinerary and airline bookings/tickets showing departures dates and country of destination; evidence that the relevant visa has been issued for the country of destination.		
EVIDENCE OF CURRENT EMPLOYMENT (OR STUDIES)			
8.	Evidence of the employment and all income stated on application form, such as letter from employer, pay slips, tax returns, business registration documents, business bank account statements.		

9.	Evidence of being in education and qualifications obtained (where applicable).		
FINANCES			
10.	Evidence of income stated on application form, such as bank statements, bank books, bank letter, balance certificate, tax returns.		
11.	Evidence of ability to meet costs of trip, as stated on application form, such as the bank statements of the person paying for the trip.		
EVIDENCE OF ASSETS			
12.	Evidence of assets, such as property deed, mortgage statements, tenancy agreements, accountant's letters, land registration documents.		
ADDITIONAL INFORMATION			
13.	Evidence of your marital status, such as marriage certificate, civil partnership certificate, divorce certificate, death certificate.		
14.	Evidence of family members remaining in your home country whilst you travel, such as birth certificate.		
15.	Any other additional documentation.		

- ☐ I confirm that I have submitted all the documentation relevant to the visa type for which I am applying.
For documents which are not in English, I have provided a certified translation.
- ☐ I understand that a decision may be made on my application based on these documents only.

Applicant signature _____

VAC officer signature _____

For Official Use Only

Date: _____ **Submission Officer's Name:** _____ **Signature:** _____