



IRISH RESIDENCE PERMIT (IRP) APPLICATION PROCESS

Policy Title: Irish Residence Permit (IRP) Application Process

Non-citizens of the EEA, Switzerland, or the UK must obtain permission to enter Ireland. If staying in Ireland for more than three months, permission to remain must be registered with Immigration Service Delivery (ISD). This permission is called an Irish Residence Permit (IRP).

Application Process for Irish Residence Permit (IRP)

The application process to register permission to remain in Ireland depends on the applicant's place of residence and must be made within 90 days of arrival in the country.

Dublin, Cork, Kildare, Limerick, Meath, or Wicklow Residents:

- Schedule an appointment with the Public Registration Office in Dublin by calling Freephone 1800 800 630.

Residents Outside Dublin, Cork, Kildare, Limerick, Meath, or Wicklow:

- Register with the nearest local Garda Immigration Office.

Important Notes:

- Applicants should have their passport and a valid email address ready when making the appointment.
- The registration fee of €300 is payable at the appointment by credit or debit card only. This fee can be paid by either the employer or the employee. If fee is to be paid by employee, please ensure they are aware of this additional cost prior to arrival in Ireland.

Required Documents for Appointment

The required documents depend on the type of permission/stamp granted.

Travel/Health Insurance: While private medical insurance is generally required for most registrations, it is not mandatory for Employment Permit holders. However, applicants from visa-required countries may be required to provide proof of medical or travel insurance if requested by the Visa Officer deciding on the application.

Below are examples of the required documents to register the various stamps:

Stamp 1: To Work in Ireland Based on an Employment Permit

First-Time Registrations:

- The biometric page of the current valid passport(s) (showing photograph, passport number, and date of birth).
- Employment Permit.
- Proof of new employment (e.g., a letter from the employer).

Renewals:

- The biometric page of the current valid passport(s).
- The front and back of the current IRP card.
- Employment Permit.
- Proof of current employment (e.g., a payslip dated within the last three months).

Stamp 1: Working Holiday Authorisation

First-Time Registrations:

- The biometric page of the current valid passport(s).
- Working Holiday Authorisation issued by the Department of Foreign Affairs.
- Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incidents, including hospital stays in Ireland, valid for 12 months or for the duration of stay if less than 12 months.

Stamp 1G: Spouse/De Facto Partner of a Critical Skills or General Employment Permit Holder

First-Time Registrations:

- The biometric page of the applicant's and spouse's/de facto partner's current valid passports.
- The relevant permit of the spouse/de facto partner.
- Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incidents, including hospital stays in Ireland, valid for 12 months or for the duration of stay if less than 12 months.

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- Proof of continuing de facto partner relationship (if applicable).

Renewals:

- The biometric page of the applicant's and spouse's/de facto partner's current valid passports.
- The front and back of the applicant's and spouse's/de facto partner's current IRP cards.
- The relevant permit of the spouse/de facto partner.
- Proof of private medical insurance.
- Proof of continuing de facto partner relationship (if applicable).
- After five years of Stamp 1G, the applicant may apply for a Stamp 4.

Stamp 2: Student Studying a Course on the Interim List of Eligible Programmes (ILEP)

Required Documentations for Registering Permission:

First-Time Registrations:

- The biometric page of the current valid passport(s).
- A letter from the college/school dated on or after the course commencement date, confirming enrolment as a student on a full-time English language course for a minimum of 25 weeks and listed on the ILEP.
- Proof of paid college/school fees.
- Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incidents, including hospital stays in Ireland, valid for 12 months or for the duration of stay if less than 12 months.

Renewals:

- The biometric page of the current valid passport(s).
- The front and back of the current IRP card.
- A letter from the college/school confirming enrolment as a student on a full-time course of 25 weeks and listed on the ILEP.
- A letter from the college/school showing attendance of a minimum of 85% of all lessons.
- Proof of paid college/school fees.
- Proof of private medical insurance (Travel insurance is not sufficient for visa renewal).
- Exam results from the previous course.

Registration and Renewal Process

During the appointment, applicants will:

- Have their documents reviewed.
- Have their photograph and fingerprints taken.
- The visit should take no longer than 30 minutes.

Receiving the IRP Card:

- Applicants living in Dublin, Cork, Kildare, Limerick, Meath, or Wicklow will receive their IRP card by post within 10 days.
- Applicants living outside these areas must return to their local registration office to collect their IRP card when notified.

Online Renewal Applications:

- All renewal applications are made via ISD's online system [ISD's online system here](#)