

# Requirement to Register Permissions in Ireland



All citizens, with the exception of 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).

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.

## Application Process for Irish Residence Permit (IRP)

**If living in Dublin, Cork, Kildare, Limerick, Meath, or Wicklow:**

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. Check the [Garda website](#) to find the Registration Office closest to where you live. You should either call or email for an appointment.

## 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:

Stamp Type	First Time Registrations	Renewals
Stamp 1 – Work in Ireland based on an Employment Permit	<ul style="list-style-type: none"> <li>• Biometric page of current valid passport(s).</li> <li>• Employment Permit.</li> <li>• Proof of new employment (e.g., employer letter).</li> </ul>	<ul style="list-style-type: none"> <li>• Biometric page of current valid passport(s).</li> <li>• Front and back of current IRP card.</li> <li>• Employment Permit.</li> <li>• Proof of current employment (e.g., payslip within last 3 months).</li> </ul>
Stamp 1: Working Holiday Authorisation	<ul style="list-style-type: none"> <li>• Biometric page of current valid passport(s).</li> <li>• Working Holiday Authorisation from Dept. of Foreign Affairs.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

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# Required Documents for Appointment



Stamp Type	First Time Registrations	Renewals
Stamp 1G: Spouse/De Facto Partner of Critical Skills or General Employment Permit Holder	<ul style="list-style-type: none"> <li>• Biometric pages of both partners' valid passports.</li> <li>• Permit of spouse/de facto partner.</li> <li>• Private Travel / Medical Insurance.</li> <li>• Proof of relationship (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>• Biometric pages of both partners' valid passports.</li> <li>• Front and back of both IRP cards.</li> <li>• Permit of spouse/de facto partner.</li> <li>• Proof of private medical insurance.</li> <li>• Proof of continuing de facto partner relationship (if applicable).</li> <li>• After five years of Stamp 1G, the applicant may apply for a Stamp 4.</li> </ul>
Stamp 2: Student on the Interim List of Eligible Programmes (ILEP)	<ul style="list-style-type: none"> <li>• Biometric page of valid passport(s).</li> <li>• College letter (post-commencement, confirming enrolment).</li> <li>• Proof of paid college/school fees</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Biometric page of valid passport(s).</li> <li>• Front/back of current IRP card.</li> <li>• A letter from the college/school confirming enrolment as a student on a full-time course of 25 weeks and listed on the ILEP.</li> <li>• A letter from the college/school showing attendance of a minimum of 85% of all lessons.</li> <li>• Exam results.</li> <li>• Proof of paid college/school fees.</li> <li>• Proof of Medical Insurance (Travel insurance is not sufficient for visa renewal).</li> </ul>

# Requirement to Register Work Permissions in Ireland



Application Process for Irish Residence Permit (IRP)	
During the appointment, applicants will:	<ul style="list-style-type: none"><li>○ Have their documents reviewed.</li><li>○ Have their photograph and fingerprints taken.</li><li>○ The visit should take no longer than 30 minutes.</li></ul>
Receiving the IRP Card:	<ul style="list-style-type: none"><li>○ Applicants living in Dublin, Cork, Kildare, Limerick, Meath, or Wicklow will receive their IRP card by post within 10 days.</li><li>○ Applicants living outside these areas must return to their local registration office to collect their IRP card when notified.</li></ul>
Online Renewal Applications:	All renewal applications are made via ISD's online system <a href="#">ISD's online system here</a>