



Rialtas na hÉireann  
Government of Ireland



ssgt

st. stephen's  
green trust

**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

Congratulations! You have received your status and are preparing to move out of Direct Provision. We in South West Mayo Development Company/Mayo Intercultural Action are delighted to have supported you on your journey. If you stay in Mayo, we can continue to support you, so keep in touch with us.

### **Preparing to apply for Irish citizenship by naturalisation**

We are sure there are lots of things to plan and organise and thinking about a future citizenship application is not a priority. However, there are things you can start to do right now that will make it easier for you when you come to submit your citizenship application.

### **When can I apply?**

Refugees are eligible to apply 3 years from the date of their arrival in the State. That means the time you spent in Direct Provision waiting for a decision on your application counts towards your residency.

For people with Statutory Protection and Leave to Remain, you may apply 5 years after the date of your first registration with the Garda National Immigration Bureau (GNIB). Your time spent in Direct Provision does not count towards your residency.

There is a Naturalisation Residency Calculator on the [www.irishimmigration.ie](http://www.irishimmigration.ie) website. Enter your registration dates and stamp types and it lets you know if you can apply.

Refugees DO NOT have to complete a residency calculator. People with any other status MUST complete a residency calculator and MUST print off the results and enclose them with your application.

### **Keep everything!**

A successful citizenship application will depend on a number of things, one of which is being able to prove your residency over the required period of time. It can be difficult to go back and get certain documents 5 years later, so don't throw anything away.

Since January 2022 a points system is used to assess both identity and residency thresholds. There is a page in the application form which outlines the points allocated to various documents.

### **Residency Proof**

The application you are making is for 'naturalisation based on residency' so you need to prove that you have been genuinely resident in Ireland for the requisite amount of time. There is a points system in place to determine if you meet the threshold and you must meet this threshold for each year of residency. You will have to score 150 points by furnishing documents and each document attracts a different score. Each document should have your name, address, and date on it to prove that you were living in Ireland. That is why you should **keep all correspondence and letters** and keep them even if you move to a new house. It can be hard to go back and get this information 5 years later.

These documents include letters from government (tax, social welfare, Dept of Justice etc.), from state bodies (hospitals, driving licence agency, colleges etc.) and letters from private bodies (utility bills, electric, waste, broadband etc.), bank statements, car insurance etc.

September 2022



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

Each spouse/partner must have their own documents, so where possible, you should put both names on electric bills, tenancy agreements etc.

Copies only need to be provided, not originals. Print outs of bank statements, revenue statements etc are also acceptable.

Sample list of documents below – you need 150 points minimum for each of past 3/5 years as appropriate. Some documents have higher points than others. These are some examples. You do not need all of these, but you do need enough to reach 150 points in each year for the past 3/5 years.

- Annual statement from Intreo showing any benefits you received each year (50)
- Letter from family doctor saying when you registered and any appointments you attended each year (25)
- Attendance record from any college you attended since you arrived (25)
- 6 months of consecutive bank statements showing usage of debit card in shops each year (50)
- Bills e.g. electric, car insurance (10 points each)
- Letters from government bodies e.g. HSE, Intreo, County Council (10 points each)
- Tenancy agreement – proof of payment of rent for 6 months each year (50)
- If you have worked, your employment details summary is worth 70 points each year

You need 150 points, but I would like you to make sure you have at least 180 if possible, in case there is a query with any of the documents. You can have different documents for different years, they don't need to be the same each year.

### **Passport/Travel Document**

Once again, there is a scoring system in place to determine if your identity and the threshold is 150 points. A valid, in-date passport or travel document meets this requirement.

If you have refugee status or subsidiary protection, you may use an Irish Travel Document. In this case, you must provide a sworn affidavit explaining why you do not have a passport. An Irish Travel Document takes at least 4 months to process. (currently, August 2022, it is taking six months)

You don't need to send your original travel document/passport, you can get a certified copy – the instructions are in the application form page 16

### **Gaps in Residency**

You must try not to have any gaps between your Irish Residence Permits (IRP, used to be called a GNIB card) – make sure to update your IRP regularly. Make sure to email your immigration officer 6 weeks before your IRP expires.

In the year before your application for citizenship you should not leave the country for more than 6 weeks in total. If you must go e.g., for medical treatment or because of a sick relative, you will need proof of this. Your excuse may or may not be acceptable.

September 2022



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

Of course, you can always wait till the following year to apply. There is no deadline by which you must apply.

Also, you cannot have any gaps in your residency card or be absent from the state for more than 6 weeks in the year immediately before your application.

Gaps due to COVID, when there were no immigration clinics should be acceptable, but there is no specific advice on the website and I have not come across this issue yet for non-refugee residents.

### **Birth Certificate**

The only document, other than a passport, you will need from your country of birth, is a birth certificate. You need to include a certified copy with your application. Any document not originally in English should be translated and certified.

### **Tax Clearance Cert**

Every adult applicant for naturalisation must provide a tax clearance access number, which can be obtained via Revenue.ie. You must set up an account, even if you have never worked before.

### **Other things you will need**

- Your current IRP card and any previous cards issued to you - copies only
- The letter confirming your status and right to reside in Ireland – copy only
- You will need a list of addresses of where you have lived for the past 9 years
- The names dates of birth and places of birth for your mother, father, spouse and children (for anyone who is married and has children)
- You will need to get 3 references from Irish people – see in the application form, p32, p33 and p34
- Your application form signature must be witnessed by an appropriate person – the same person should sign your passport photos
- And you will need 2 recent passport photos, signed by the person who witnesses your application form signature.
- The cost is 175 euros – you will need to get a bank draft from your bank – don't get this until you are satisfied that your application is complete. If you lose it/put it in the washing machine, it is gone!!!

### **What else should I do now?**

The main website for information and application forms for citizenship is [www.irishimmigration.ie](http://www.irishimmigration.ie)

Things change from time to time. Check the website regularly to see if there are any new requirements.



Rialtas na hÉireann  
Government of Ireland



ssgt

st. stephen's  
green trust

**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

### What about my children?

- Once you have gained your Irish citizenship, you can apply for any minor (under 18) children who meet the residency criteria.
- The current form is Form 9. You can find it on [www.irishimmigration.ie](http://www.irishimmigration.ie)

### 'Good Character'

Not everyone can become an Irish citizen. The Minister for Justice decides.

One of the key things s/he considers when deciding to award someone citizenship is their 'good character.' This could include the person's criminal record, persistent motoring/insurance offences, any anti-social behaviour they have been involved with and each applicant will be vetted with the Gardaí.

### What if my application is refused?

If your application is refused there is no appeal. You can apply again.

As we said above, if you are still living in Mayo you can keep in touch with us. We will be happy to help you with a range of issues, including your citizenship application when the time is right.

Natalya Pestova  
[npestova@southmayo.com](mailto:npestova@southmayo.com)  
086 040 6134

Patricia Quinn  
[pquinn@southmayo.com](mailto:pquinn@southmayo.com)  
087 096 6560



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

| Proof of Residency  | Frequency                                    | Final Year Continuous   | Notes   | Standard Adult | Refugee |
|---|--|---|---|----------------|---------|
| <b>Effective from 1/1/2022<br/>Subject to change</b>  |  |   |   |                |         |
| <b>Proof's establishing lawful<br/>Residency in the state</b>   |  |   |   |                |         |
| 1). One of .... P 60 / Employment Detail Summary / Notice of Assessments                                    | 4 Years (except for SIN and Refugee 3 years) | Proofs must be provided that provides evidential support that the applicant has achieved the final year continuous requirement. |   | 70             | 70      |
| 2). Department of Social welfare annual statement   |  |   |   | 50             | 50      |
| 3). Current a/c Bank statements: For each of the required number of years - annually Six consecutive months |  |   | Must record a minimum of three POS transactions (with ROI or NI addresses) per month. | 50             | 50      |



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

|  |  |   |  |     |     |
|--|--|---|--|-----|-----|
| Mortgage statement   | 4 Years (except for SIN and Refugee 3 years) | Proofs must be provided that provides evidential support that the applicant has achieved the final year continuous requirement. | Displaying 12 months of payments   | 50  | 50  |
| Rent agreement / registered with the local authority/ AHB / PTB                                    |  |   | Proof of payment for six months  | 50  | 50  |
| Credit card statements: For each of the required number of years - annually Six consecutive months |  |   | Must record a minimum of three POS transactions (with ROI or NI addresses ) per month. | 50  | 50  |
| Primary / Secondary School in Ireland attendance record  |  |   | No significant absences  | n/a | n/a |
| Third level College in Ireland - attendance record   |  |   |  | 25  | 25  |
| Doctor / Hospital attendance record  |  |   |  | 25  | 25  |
| Medical Practitioner Employment History Summary  |  |   | Issued by HSE Hospitals, or certain Voluntary Hospitals                                | 25  | 25  |
| Property tax - proof of payment  |  |   |  | 25  | 25  |
| Car tax - proof of payment   |  |   |  | 25  | 25  |
| TV Licence - proof of payment  |  |   |  | 10  | 10  |
| Dog or Fishing licence - proof of payment  |  |   |  | 10  | 10  |



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

|   |  |  |            |            |
|---|--|--|------------|------------|
| Electric supplier - service bill - proof of payment |  |  | 10         | 10         |
| Gas supplier - service bill - proof of payment      |  |  | 10         | 10         |
| Medical insurance - proof of payment                |  |  | 10         | 10         |
| Home or Car Insurance bills - proof of payment      |  |  | 10         | 10         |
| <b>Required score</b>                               |  |  | <b>150</b> | <b>150</b> |



Rialtas na hÉireann  
Government of Ireland



ssgt



**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

| Proof of Identity   | Notes  | Standard Adult | Refugee    |
|---|--|----------------|------------|
| <b>Effective from 1/1/2022 Subject to change</b>  |  |                |            |
| Genuine Passport (Home Country)   | In date  | 150            | 150        |
| Genuine Passport (Home Country)   | out of date less than 365 days, as per date of Citizenship application | 75             | 75         |
| Genuine Passport (Home Country)   | out of date less than 730 days, as per date of Citizenship application | 50             | 50         |
| Home country National Identify document issued in accordance with EU Regulation 2019/1157 | In date  | 75             | 75         |
| Home country National Identify document - other   | In date  | 50             | 50         |
| Certificate of identity / emergency passport  | In date  | 50             | 50         |
| laissez passer / Red Cross / UNHCR identify documents                                     | In date  | 50             | 50         |
| IRP Card  | In date  | 25             | 25         |
| PPS number / Card   | In date  | 25             | 25         |
| Driving licence - with photo ID   | In date  | 10             | 10         |
| <b>Required score / points</b>  |  | <b>150</b>     | <b>150</b> |



Rialtas na hÉireann  
Government of Ireland



ssgt

st.stephen's  
green trust

**Welcoming and Including New Communities** project is co-financed by the European Commission under the Asylum, Migration and Integration Fund 2014-2020 and is supported by the Department of Justice and Equality

#### Notes:

1. In circumstances where you are unable to provide documents that equate to a 150 points, you should forward all original documents available to you and a covering letter comprehensively setting out the steps taken to secure identity documents. The covering letter should be supported by documentary evidence as to your attempts to secure the required documents. The documentary evidence would typically include, copies of emails and or letters to / from relevant third countries agencies and embassies, and proof of meetings with state officials.
2. There will be circumstances that notwithstanding the provision of the required proofs as set out above, that concerns as to an applicants identify persist. Accordingly, officials may request additional proofs over an above those already provided.
3. Passports and other documents will undergo anti fraud checks. Instances of suspected fraud will be referred to An Garda Síochána under S.29A of the Irish Nationality and Citizenship Act 1956. S29A makes it a criminal offence to provide false or misleading information during the course of your naturalisation application. The maximum punishments under the Act are a fine of up to €50,000 and / or imprisonment of up to 5 years.