



STATUTORY INSTRUMENTS.

**S.I. No. 667 of 2016**



INTERNATIONAL PROTECTION ACT 2015 (TRAVEL DOCUMENT)  
REGULATIONS 2016

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INTERNATIONAL PROTECTION ACT 2015 (TRAVEL DOCUMENT)  
REGULATIONS 2016

I, FRANCES FITZGERALD, Minister for Justice and Equality, in exercise of the powers conferred on me by section 3 and section 55(3) and (4) of the International Protection Act 2015 (No. 66 of 2015), hereby make the following regulations:

1. (1) These Regulations may be cited as the International Protection Act (Travel Document) Regulations 2016.

(2) These Regulations come into operation on 31 December 2016.

2. In these Regulations “Act of 2015” means the International Protection Act 2015 (No. 66 of 2015).

3. The form specified in Schedule 1 is prescribed for the purposes of section 55 (3) (a) of the Act of 2015.

4. The information specified in Schedule 2 is prescribed for the purposes of section 55(3) (b) of the Act of 2015.

5. The amount of €80 is prescribed for the purposes of section 55 (3) (c) of the Act of 2015.

6. The form specified in Schedule 3 is prescribed for the purposes of section 55 (4) of the Act of 2015.

*Notice of the making of this Statutory Instrument was published in  
“Iris Oifigiúil” of 6th January, 2017.*

SCHEDULE 1



DEPARTMENT OF  
JUSTICE AND EQUALITY

# Travel Document Application Form



Irish Naturalisation &  
Immigration Services

Travel Document Section  
January 2017

## 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](http://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 four passport sized photos with your application, two 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). Proceed to Section 2.
- Subsidiary Protection under the International Protection Act 2015. A Travel Document will only issue where a person is unable to obtain a national passport. Proceed to Section 1B below.
- Programme Refugee under Section 59 of the International Protection Act 2015. Proceed to Section 2.
- Family member of a person granted permission to remain in the State under one of the above three provisions. Proceed to Section 1B below.
- Temporary Travel Document –Proceed to 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 Travel Document. Use a separate sheet if necessary:

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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):

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Are there any charges pending against you in the State or abroad?  YES  NO

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

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**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:

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



**Section 3 B - Travel Document**

Do you hold a Travel Document:  YES  NO

Travel Document Number:

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

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:

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

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:

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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

If "Yes" please provide details:

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Are you currently the subject of a Deportation Order made in Ireland?  YES  NO

If "Yes" please provide details:

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Are you currently the subject of a Transfer Order made Ireland?  YES  NO

If "Yes" please provide details:

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## 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:

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Where and when was your Travel Document lost / stolen?

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

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### Section 5 B – Declaration

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



Signature of Applicant: \_\_\_\_\_ Date: 

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

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 the applicant's parents or legal guardians

Full names of both Parents / Legal Guardians:

**Parent/Guardian A** Name: \_\_\_\_\_

Date of Birth:

		-			-		
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Relationship to Applicant:

\_\_\_\_\_

**Parent/Guardian B** Name: \_\_\_\_\_

Date of Birth:

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

Relationship to Applicant:

\_\_\_\_\_

Where a minor is in the care of both his or 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](http://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/Guardian A** Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian B** Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Where only one signature provided, please give reason:

\_\_\_\_\_

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Rank: \_\_\_\_\_

Number: \_\_\_\_\_

Station: \_\_\_\_\_

Official Station Stamp:
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## 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 the Irish Naturalisation and Immigration Service will result in the forfeiture of said document and may affect future applications for a replacement Travel Document.*



Signature of applicant: \_\_\_\_\_

Date: 

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

**\*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

- |                          |   |                       |
|--------------------------|---|-----------------------|
| <input type="checkbox"/> | Passport(s) or National Identity Card.  | <b>All Applicants</b> |
| <input type="checkbox"/> | Evidence of Residence in Ireland (copy of Certificate of Registration).   |                       |
| <input type="checkbox"/> | Permission letter issued by this Department allowing you to reside in Ireland.  |                       |
| <input type="checkbox"/> | Four passport photos meeting the requirements outlined on our website: two signed and stamped on the reverse by a member of An Garda Síochána <i>AND</i> two left blank.  |                       |
| <input type="checkbox"/> | Fee (Bank Draft / Postal Order Only, payable to the Department of Justice & Equality). Details of fees can be found on our website. Cash will not be accepted.  |                       |
| <input type="checkbox"/> | All sections fully signed and completed and witnessed where required by a member of An Garda Síochána.  | <b>Minors</b>         |
| <input type="checkbox"/> | Birth Certificate (if applicable). Long form of birth certificate, which records details of minor's birth / biological parents.   |                       |
| <input type="checkbox"/> | School letter or letter from GP – not more than one week old - confirming applicant is registered/ enrolled and attends.  |                       |
| <input type="checkbox"/> | Passport photos meeting the requirements outlined on our website. Minors require four photographs, one signed and stamped on the reverse by a member of An Garda Síochána and one signed by the school or GP <i>AND</i> two left blank. |                       |
| <input type="checkbox"/> | Legal Guardian- original documents relating to guardianship.  |                       |
| <input type="checkbox"/> | 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, Ministerial Decisions Unit, INIS, 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: \_\_\_\_\_

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

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.

## SCHEDULE 2

- Passport or National Identity card.
- Evidence of Residence in Ireland (copy of Certificate of Registration).
- Permission letter issued by the Department of Justice and Equality allowing you to reside in Ireland.
- 4 photographs in respect of whom the application is made, of the same size and form as the photographs required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State, two of which must be signed and stamped on the reverse by a member of An Garda Síochána.

The following is prescribed for applications from Minors:

- Birth Certificate which records details of minor's birth / biological parents.
- School letter or letter from General Practitioner — not more than one week old at the date of application — confirming applicant is registered / enrolled and attends.
- 4 photographs of the same size and form as the photographs required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State, one of which must be signed and stamped on the reverse by a member of An Garda Síochána and one to be signed on the reverse by the school or General Practitioner.
- Legal guardian — original documents relating to guardianship / custody.

## SCHEDULE 3

Pas/ Passport/ Passeport	Éire/ Ireland/ Irlande		
Doiciméad Taistil Travel Document Tire de Voyage	Saghas/ Type/ Type	Tír/ Country/ Pays	Pas Uimhir/ Passport No./ No. Passport
PHOTOGRAPH	Sloinne/ Surname/ Nom		
	Túsainm (Neachta)/ Forename (s)/ Prénom (s)		
	Náisiúntacht/ Nationality/ Nationalité	Dáta Breithe/ Date of Birth/ Date de Naissance	
	Gnéas/ Sex/ Sexe	Áit Breithe/ Place of Birth/ Lieu de Naissance	
	Dáta Eisiúna/ Date of Issue/ Date de Délivrance	As Feidhm/ Date of Expiry/ Date d'Expiration	
Údarás/ Authority/ Autorité	Síniú/ Signature/ Signature		



GIVEN under my Official Seal,  
22 December 2016.

FRANCES FITZGERALD,  
Minister for Justice and Equality.



EXPLANATORY NOTE

*(This note is not part of the Instrument and does not purport to be a legal interpretation)*

These Regulations prescribe the fee, the application form to be completed and additional information required when applying for a travel document under section 55 of the International Protection Act 2015. It also prescribes the form of the travel document.

BAILE ÁTHA CLIATH  
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR  
Le ceannach díreach ó  
FOILSEACHÁIN RIALTAIS,  
52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2  
(Teil: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843)  
nó trí aon díoltóir leabhar.

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