



# International Protection Regularisation Scheme Application Form

Revised March 03 2022

## Who is this form for?

You should use this application form if:

1. You are a current applicant for International Protection, and
2. you are in the International Protection Process for at least 2 years prior\* to the commencement date of this scheme, and
3. you have lived continuously in the State during your application, and
4. you meet all other eligibility criteria set out in the policy document and Frequently Asked Questions (FAQ) document available on our website - **[www.ipo.gov.ie](http://www.ipo.gov.ie)**

\*The starting date for an International Protection Application Process is when you present in person at the International Protection Office (Section 15 of the International Protection Act 2015) and are issued with a Temporary Residence Card (TRC) with an ID number and a date of issue.

## How to complete this form:

- This is an editable PDF form – please complete the form on a desktop or laptop computer which has PDF reader software installed, such as Adobe Acrobat.
- You must complete all sections of this form fully.
- You must submit one form per person – each applicant must complete their own individual form.

## Where to send your completed application form

- You must send your completed application form and supporting documents by **email** to

**[IPRSU@ipo.gov.ie](mailto:IPRSU@ipo.gov.ie)**

**Please review the data privacy notice on page 7 of this application form before submitting your application.**

## Section 1

## Your personal details

In this section you will need to provide some personal details about yourself. Please refer to the glossary at the end of the form for more information about the questions below.

**1.1** Surname(s) (as given on your Temporary Residence Card)

**1.2** Forename(s) (as given on your Temporary Residence Card)

**1.3** Email address

**1.4** Phone number

**1.5** Are you a current International Protection Applicant, for at least 2 years?

Yes

No

**1.6** Person ID (as shown on your TRC card)

**1.7** Date of expiry of your TRC

## Section 1 A

## Addresses

In this section you will need to provide details about how long you have lived in Ireland and where you have lived.

**1.8** Have you lived in the State (Ireland) continuously for the last 2 years?

Yes

No

**1.9** Have you left the State (Ireland) at any time during the last 2 years?

Yes

No

**1.10** If yes, please provide details of all the dates and durations for which you were out of the State.

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**1.11 Please provide your current address:**

Is this a Direct Provision Centre?

Yes

No

Eircode:

**1.12 Have you lived outside of Direct Provision accommodation in the last 2 years?**

Yes

No

If "Yes", please add all addresses from the last 2 years.

**Address 1**

Eircode:

Dates you lived at this address:

From:

To:

**Address 2**

Eircode:

Dates you lived at this address:

From:

To:

Address 3

Eircode:

Dates you lived at this address:

From:

To:

If you have other addresses from the last 2 years, please list them here, including the dates you lived there:

## Section 2 Security

In this section if you are over the age of 16 you will need to consent to undergo Garda Vetting. Garda vetting is to check if you have a criminal record. You do not need to contact the National Vetting Bureau yourself before applying to the International Protection Regularisation Scheme. The IPO will e-mail you with a National Vetting Bureau eVetting form once you have applied and are accepted into the International Protection Regularisation Scheme.

**2.1** Do you consent to Garda eVetting?

Yes

No

**2.2** Have you ever been convicted of a criminal offence?

Yes

No

If you answered 'Yes', please provide further details here:

**2.3 Do you have any pending charges?**

Yes

No

If you answered 'Yes', please provide further details here:

**Section 3 Document checklist**

In this section you will need to provide a list of which documents you have provided as of your residence. Please refer to the FAQ document for more details on the documents.

All documents listed here should be emailed in with this application form.

Number	Document name and description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

**If you have additional documents, please list them here:**

## Section 4

## Sign off

**4.1 If your application for this scheme is successful, you will be granted a Stamp 4 immigration permission. You have the option to withdraw your International Protection application if you are successful in this scheme.**

**If my application for regularisation is successful, I wish to withdraw my International Protection application.**

**If my application for regularisation is successful, I do not wish to withdraw my International Protection application.**

**4.2 Do you provide consent for this application to be processed in accordance with our data privacy notice?**

**Yes**

**No**

**I confirm that all information provided by me here is correct**

*Insert today's date*

*Type your full name*

## Glossary of terms used in this form

eVetting	This is a process to check whether you have a criminal record. Applicants over the age of 16 must complete this process. The IPO will contact you to arrange this.
IPO	The International Protection Office. An office of the Department of justice with responsibility for assessing applications for International Protection, also known as asylum.
Person ID	This is your personal identity number, and it can be found on your TRC card
TRC Card	Temporary Residence Card. The blue card you receive when you start your application for International Protection.



# International Protection Regularisation Scheme

## Privacy Notice

### Introduction

1. The data you provide is collected by International Protection Regularisation Scheme, a Business Unit of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice and the data controller's contact details are:

International Protection Regularisation Scheme,  
Immigration Service Delivery  
79-83 Lower Mount Street  
Dublin 2 D02 ND99  
Email: IPRSU@IPO.GOV.IE

### How will your personal data be used?

2. We may use the personal data you provide in the application form and in associated correspondence for the following purpose(s):
  - To verify your identity;
  - To determine your eligibility for the International Protection Regularisation Scheme. This scheme provides a pathway for International Protection applicants who meet the qualifying criteria to obtain permission to reside in the State;
  - To obtain a Garda Vetting Report from the Garda National Vetting Bureau;
  - To enable us to make a decision on your application as part of any future considerations regarding your immigration or citizenship status.

### Legal Basis for processing your Personal Data

3. Our legal basis for collecting and processing this data is as follows:
  - To fulfil the function of the Minister for Justice to implement Government policy on Immigration as designated in the Ministers and Secretaries Act 1924 (as amended).
  - Section 8<sup>1</sup> of the Immigration Act 2003

### Further processing of your Personal Data

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<sup>1</sup> Section 8 of the 2003 Immigration Act empowers an information holder to give to another information holder, on request, information on non-nationals, including personal information, for the purposes of the Refugee Act 1996, or for the purposes of administering the law regarding entry into, or removal from, the State of non-nationals.

4. Where it is necessary and proportionate to do so, in accordance with the Data Protection Act 2018 and the GDPR, further personal data may be requested or received from/provided to other Public Authorities/competent authorities<sup>2</sup>/ international organisations for the purpose of:
  - Verification of data received from applicants and the precise legal basis for such processing/information sharing is per Section 8 of the Immigration Act 2003, in conjunction with the relevant provision of Data Protection Legislation relating to public interest, substantial public interest and official authority and the Executive Power of the Government established under Art. 28 of the Constitution;
  - Obtaining data on convictions and offences, if any, committed by the applicant. This is per sub-section 55(1)(a) of the 2018 Act;
  - Preventing a threat to national security. This is per sub-section 41 (a) of Section 41 of the 2018 Act.
5. We may also process your personal data for research or statistical purposes as allowed under the Data Protection Act 2018 and the GDPR.

### **Security of Personal Data**

6. The personal data provided will be stored securely on DoJ IT servers. It may be shared, where appropriate, with the following third parties:
  - An Garda Síochána;
  - Garda National Immigration Bureau;

### **Transfer of Personal Data**

7. The personal data provided in this form may be transferred to the UK with the following safeguard in place – MOU.

### **Contact for Queries**

8. The contact for any queries in relation to this form is the International Protection Regularisation Scheme, International Protection Office, 79-83 Mount Street, Dublin 2, D02 ND99. The unit may be contacted by email at [IPRSU@IPO.GOV.IE](mailto:IPRSU@IPO.GOV.IE).

### **How long will Personal Data be retained?**

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<sup>2</sup> A competent authority means:

- A public authority competent for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security, or
- Any other body or entity authorised by law to exercise public authority and public powers for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties in the State, including the safeguarding against, and the prevention of, threats to public security.



9. This data may be retained until ISD can be sure that you will not have any further contact with the Immigration Services. This is an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

### **How to Request a copy of your Personal Data**

10. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:
  - at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
  - from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### **Your Rights in relation to your Personal Data**

11. You have the right to rectify any inaccuracies in your data. To do this you should write to the International Protection Regularisation Scheme, ISD,79-83 Mount Street, Dublin 2, D02 ND99 or by email to [IPRSU@IPO.GOV.IE](mailto:IPRSU@IPO.GOV.IE) documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
12. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To request this you should write to International Protection Regularisation Scheme, ISD79-83 Lower Mount Street, Dublin 2, D02 ND99 or by email to [IPRSU@IPO.GOV.IE](mailto:IPRSU@IPO.GOV.IE). The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
13. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to 21 Fitzwilliam Square South, Dublin 2, D02 RD28. Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at: [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

### **Contact the DPO**

14. You can contact the Data Protection Officer (DPO) for the Department of Justice by post at: The Data Protection Officer, Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52. Or by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)