



An Oifig um Chosaint  
Idirnáisiúnta  
International Protection  
Office

## Guidelines to completing the International Protection questionnaire (Part A) and the Questionnaire (Part B)

You must send this questionnaire back to the International Protection Office by:

Date:

To process your application faster, you need to read and understand these guidelines **before** you fill in the questionnaire. The questionnaire is in Part B of this document.

These guidelines aim to help you find out what you need to do first and how to fill in the questionnaire correctly. Doing this will make the application process easier for you and for us. We start by explaining words you need to know. Then we tell you how to answer our questions (Instructions) and what happens after you send us the questionnaire and documents.

You must complete and return the questionnaire (Part B), **or** give us a reasonable explanation why you have not done so, before **or** immediately after the date above. This will show us that you are co-operating, which again helps you.

Please return your completed questionnaire, using the freepost envelope provided to:

**International Protection Office (IPO)**  
**Immigration Service Delivery**  
**79-83 Lower Mount Street**  
**Dublin 2, D02 ND99**

### You must send us all relevant documents

When sending us back this questionnaire, please send us all available relevant documents for your application for international protection and permission to remain in the State (Ireland). We list the type of documents we need in point 2 on page 4. They include medical documents. If available, please send us original documents.

If you plan to look for documents that are relevant to your protection application from your country of origin, you should do this **immediately**, as this can take time.

Reference number:

Person ID:

Name of applicant:

## **Explanation of important words**

You will see the following words and descriptions in this document and in the booklet with it. Take time to study them and then these guidelines and the questionnaire (Part B) will be easier to understand.

### **Stateless**

If you are not a citizen of any country, you are stateless.

### **Former habitual residence**

If you are stateless, 'former habitual residence' means any country you lived in for a significant amount of time.

### **Refugee**

To be recognised as a refugee, you must be a person who, has a well-founded fear of being persecuted because of one or more of the following reasons:

- race
- religion
- nationality
- political opinion **or**
- membership of a particular social group.

You must also be:

- outside your country of nationality and be unable or, because of fear, be unwilling to accept the protection of that country
- or**
- be a stateless person, who, being outside of your country of former habitual residence is unable or, because of fear, unwilling to return to it.

### **Subsidiary protection**

Subsidiary Protection is granted where a person does not qualify as a refugee but where the person faces a real risk of suffering 'serious harm' in their country of origin. Serious harm can mean three different things.

#### **Serious harm – death penalty or execution**

'Serious harm' means being at risk of the death penalty or execution.

**Serious harm – serious ill treatment**

Serious harm can also mean that in their country of origin or country of former habitual residence (explained above), the person may be at risk of:

- torture
- inhuman or degrading treatment or punishment.

**Serious harm – international or internal armed conflict**

Serious harm can also mean that there is a serious and individual threat to a civilian’s life or person due to indiscriminate violence in a situation of international or internal armed conflict.

**Indiscriminate violence**

Indiscriminate violence means violence that is random and is not targeted at any people in particular.

**Family reunification**

Family reunification means that if you are granted a refugee declaration or a subsidiary protection declaration you may apply within 12 months to the Minister for Justice for permission for certain members of your family to:

- enter and live in Ireland, if they are living somewhere else
- **or**
- remain and live in Ireland, if they are already here.

## **Instructions before you fill in the questionnaire**

The questionnaire is Part B of this document. It is a central part of your application for international protection in the State (Ireland). You should complete it fully and truthfully. To do this, you need to read the following pages first. They are long but they will help you. Points 1 – 15 will help you are about filling in the questionnaire. The rest of the points are mainly about how we treat and appropriately share your information.

We know English may not be your first language, so we ask you the languages you can speak in the questionnaire, and we may be able to do the interview with you in your preferred language.

### **1. Before completing this questionnaire**

#### **Read the booklet**

Please read the ‘Information Booklet for Applicants for International Protection’ that we gave with this document. It helps to first study the important words we explained earlier.

#### **Get legal advice**

The Legal Aid Board (LAB) gives free help to people who are applying for international protection. Their contact details are in the Annex to the ‘Information Booklet for Applicants for International Protection’. The Annex is at the back of the booklet.

You may also use the services of another legal representative but you will have to pay for this yourself.

### **2. You must give us all the relevant information**

Please make sure that you provide all information relevant to your application in the questionnaire. Give as much detail as possible to support your answers. Include any documents – ideally original documents – that support your answers including:

- personal papers
- identification documents
- photographs
- medical documents
- other documents.

We will take account of anything you give to us in writing as long as you give it to us before **or** during your interview for international protection. We will also consider any written documents given to us on your behalf, as long as we also receive them before **or** during your interview (see point 10) – International Protection Interview.

You should give us these written documents as soon as you can, as we may need to translate them or may need to discuss them at your interview.

If you send us information after the main interview, we may be able to consider it if we have not already made a recommendation to the Minister on your application.

### **3. Please do not leave any questions blank or unanswered**

If a question does not apply to you, write 'does not apply'. Do not leave a question unanswered.

You need to fully complete all the sections in the questionnaire. If you do not mention something relevant but later try to rely on this information, it is harder for us to believe that what you say on your application is true.

### **4. We will consider all the information you provide**

We will take into account all the information that you provide in the questionnaire (Part B) and other documents you or your legal representative give us when we are considering your application.

#### **If you need more space, attach extra pages**

You may need more space to explain what happened to you in your country of origin or country of former habitual residence and the reasons why you cannot return there. If so, please attach extra pages at the end of this questionnaire.

On these pages include:

- your IPO Person Identification number (written at the end of page 1)
- the date
- your signature
- the number of the question you are answering.

### **5. How your information will be used when considering your application**

The information you provide in the questionnaire will be used in two ways.

#### **When examining and making a recommendation on your application for international protection**

We will use your information to examine and make a recommendation to the Minister on your application for international protection (refugee status and subsidiary protection). We explained these terms on page 2.

### **When deciding if you should get permission to remain in Ireland**

We may recommend that you should not be granted refugee status or subsidiary protection. However, the Minister for Justice will use your information to consider if you should get permission to remain in Ireland on other reasons.

## **6. Information about your family**

We are also gathering information about members of your family. We need this information if you are granted refugee status or subsidiary protection and are then entitled to apply for family reunification.

## **7. About your dependants**

When answering the questionnaire, we need information from you about you and your dependants. You will see two spellings: dependant and dependent. In Ireland:

- ‘a dependant’ the noun, is a person (usually a child or a spouse – wife or husband)
- ‘dependent’ the adjective, means reliant on (relies on).

### **Why you think your dependants should get protection in Ireland**

We need you to tell us why you think your dependants are entitled to international protection (refugee status or subsidiary protection). **Dependants can be children or other relatives.**

### **Why you think your dependants should be allowed to remain in the State**

If we recommend that you are not entitled to international protection, we need you to tell us what other reasons there are that mean we should give your dependants permission to remain in Ireland.

## **Dependants**

## **8. Under 18 years old**

Dependants are often under 18 – so 17 years old **or** younger. If your dependent child is in Ireland now **and** they are under 18 years of age, but they are not an Irish citizen, we will include them in your application. We will do this if your child was in Ireland when you applied for protection. Remember to include them on the questionnaire.

This means that if you apply for international protection, you have also applied on behalf of your dependent child who is not an Irish citizen. Your dependent child or children are those who are one or more of the following:

- when you are making your application, are in Ireland and are 17 years of age or under
- **or**
- are born in Ireland while you are an applicant
- **or**
- are 17 years of age or under and enter Ireland while you are an applicant.

Any recommendation we make about your application will also apply to them.

## **9. Your reasons for applying should include details about your dependants**

You should include all the reasons why you, your children and any other relevant dependants left:

- your country of origin
- **or**
- your country of former habitual residence if you are a stateless person (explained on page 2).

You need to explain all the reasons why you cannot return there and why you think you should be allowed to remain in Ireland.

## **10. International Protection interview**

After we get your completed questionnaire and other documents you send us, in most cases we will interview you.

At the interview, you will have the chance to make it clearer to us why you are applying for international protection. (This interview is called a Section 35 Interview.)

## **11. Our recommendation**

After your interview, we will make a recommendation to the Minister on your application for international protection. If you have been refused international protection, the Minister will make a decision in relation to permission to remain in the State.

## **12. You must be truthful and accurate**

### **Important document**

This is a very important document. If you give us false or misleading information or deliberately do not share information in the questionnaire (or at any other stage), it may mean we cannot believe the information in your application questionnaire.

If the information you give us in the questionnaire and your answers at interview are different or contradictory, this may make us wonder if you are being truthful. The same is true about any other information that you provide. This could mean that your application for you and your dependants may be refused.

Equally, if you do not mention in your application relevant information about you or your dependants this could affect the recommendation we make on your application. So, you should include all relevant information that you know about, and you should not leave out any information that you later try to use to further your case. Leaving out relevant information may damage your case.

### **13. If we find out you gave us false information, we may remove your protection**

If international protection or permission to remain in Ireland is granted to you or your dependants, and later we find out that you provided untruthful or misleading information, particularly about your identity, your protection status or permission to remain in the State may be removed.

### **14. ‘Safe Country of Origin’**

You may have been told that you come from a designated Safe Country of Origin (set out in Section 72 of the International Protection Act 2015). This means that the Minister for Justice believes that in your country there is generally and consistently:

- no persecution
- no torture or inhuman or degrading treatment or punishment
- no threat of indiscriminate violence in situations of international or internal armed conflict in your country.

It is important that you tell us:

- why you think it is not a safe country of origin in your particular circumstances
- why the conditions are relevant to your application for international protection.

### **15. Summary of guidelines for completing the questionnaire**

Answer all of the questions in this questionnaire. If necessary, please use additional pages to detail further relevant information. See point 4 earlier for how to label these pages. Give us any extra documents as soon as possible.

If you wish to give us documents that support your application, you should get them and send them to us as soon as possible in line with the timescales set by the International Protection Office (IPO).

### **Medical evidence**

You should send us any medical evidence that supports your application as soon as possible. If possible, you should send us all documents that you plan to rely on for your application **before** your interview.

### **Include all relevant documents with the questionnaire**

With the questionnaire, you should send us:

- all your travel and identity documents
- any other documents relevant to your application that you have, or that you can get.

## **16. Your information is confidential**

We will treat all details that you provide in connection with your application in line with the law and keep them private. We will not share your information with:

- the authorities in your country of origin **or** country of former habitual residence
- representatives of your country in Ireland such as your embassy.

## **17. We may share some of your information with relevant organisations**

However, we may share information we receive from you in line with the law, to the United Nations High Commissioner for Refugees (UNHCR). We may also share information with public bodies in Ireland which may be engaged with you. This could include Irish government departments and agencies including:

- Immigration Service Delivery and Immigration authorities
- the Garda Síochána (the Irish police)
- Local authorities
- Tusla – Child and Family Agency.

We do this so these organisations can do their work including, applying the law relating to the entry to and removal from Ireland of non-nationals.

We may also provide some information to other countries operating the EU Dublin Regulation and EURODAC Fingerprinting Regulation. (These regulations help us decide which country is responsible for processing an asylum application.)

## **18. We use your information in other cases**

We may also use your information when we examine other applications **if** an applicant is related to you, or if their application is in some way linked to yours.

## Family reunification

### 19. Applications for family reunification from people granted international protection

We will use the information you give us about your family members (in Section 2 of the questionnaire) to examine any future family reunification applications.

Please see the Information Booklet we gave you for more details on family reunification.

If your application for international protection is successful, you may apply for family reunification. However, you must give us all the information we would need to consider any family reunification application now.

#### **You have 12 months to apply for family reunification**

If you want to apply to the Minister for family reunification, you must do this within 12 months of being granted a refugee declaration or a subsidiary protection declaration.

### 20. This questionnaire

#### **Complete the questionnaire (it starts on the next page)**

You must complete the questionnaire fully in **blue or black** ink, sign it and date it at the end. If another person is helping you with this questionnaire, they will need to fill in their details.

#### **Return by date you have been given**

You must return this questionnaire by the date and time written on the pre-addressed freepost envelope. If you lose the envelope, post this questionnaire to the address on page 1 of these guidelines.

#### **Late responses can damage your case**

If you miss the date and time deadline for sending us this questionnaire or do not come for interview when we ask, we may decide when we examine your application that you are 'not co-operating' – not working with us. This could damage your case.

The 'Information Booklet for Applicants for International Protection' tells you about the consequences to your application if we find you are 'not co-operating'.

Finally, we hope these guidelines help you to complete the questionnaire and to identify any relevant documents you need to send us.

## Questionnaire – Part B

### 1. Information about the main applicant

1.1 Please complete the section below as fully as you can. Write your answers in the white boxes.

IPO Person identification number (ID number – see page 1 of guidelines):

Name or names:

Family name:

Gender:

Male

Female

Other

Date of birth:

Day

Month

Year

Town or city of birth:

Country of birth:

Nationality:

Ethnicity, race or tribe:

Religion:

Current address in Ireland:

Email address:

Phone number:

Mobile number:

**1.1 Please complete the section below as fully as you can. Write your answers in the white boxes.**

**1.2 Addresses elsewhere**

Please list your main address and any other addresses where you have lived in your country of origin, or your country of former habitual residence. Please give the **full** addresses. Give the dates you lived there.

**Write your answers in the white boxes.** Use extra pages if you need to.

Full address:			
From date: month	year	To date: month	year

  

Full address:			
From date: month	year	To date: month	year

  

Full address:			
From date: month	year	To date: month	year

  

Full address:			
From date: month	year	To date: month	year

**2. Family**

**2.1 In this section we would like to ask some questions about your family. Please fill in your answers in the white boxes.**

We will ask you about your spouse (husband or wife), partner or civil partner.

People become civil partners by a registration scheme that recognises the status of same-sex couples. You may have joined with your spouse, partner, or civil partner through one or more of the following:

- religious rite (A rite is a ceremony or act)
- traditional rite
- civil ceremony (marriage), including civil partnership ceremony
- proxy marriage (This is where one or both people being married are not physically at the wedding. They are usually represented by other people.)

**2.1 In this section we would like to ask some questions about your family. Please fill in your answers in the white boxes.**

Please give us the following information about your spouse, partner or civil partner.

**Name of your spouse, partner or civil partner:**

Their date of birth:	Day	Month	Year
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Country of birth:

City of birth:

Nationality:

What type of marriage or civil partnership ceremony was it?

When did you last have contact with your spouse, partner or civil partner?

Where is your spouse, partner or civil partner now?

Is your spouse, partner or civil partner still alive? Yes  No

Do you have an IPO Reference number for your spouse partner or civil partner? Yes  No

If 'Yes' please fill the number in here: \_\_\_\_\_

Please fill in the last known address of your spouse, partner or civil partner:

**2.2 Family members in Ireland**

Do you have any family members in Ireland? If 'Yes', please provide details below. Yes  No

What is their name?	What is their relationship to you?	What age are they?
1.	1.	1.
2.	2.	2.
3.	3.	3.

What is their address?

## 2.2 Family members in Ireland

What is their immigration status in the State (Ireland)?

## 2.3 Please give details of all your children

Please give us information about your:

- biological children
- stepchildren
- adopted children
- any other children in your care.

If you have lost contact with your children, you should still fill in their details below.

	Child 1			Child 2			Child 3		
Name:									
Gender:									
Date of birth:	Day	Month	Year	Day	Month	Year	Day	Month	Year
Place and country of birth:									
Nationality:									
Where they are now:									
Relationship to you:									
When did you last see or have contact with them?									
Names of both biological parents:									

### Do you have more children?

If you need more space to provide further details of additional children, please continue on a separate sheet. Mark each extra sheet with your full name and IPO reference number. Tell us on the sheet that you are answering Question 2.3 (above) and sign it.

### Children born or who arrive in Ireland after your application

You should tell the International Protection Office immediately if:

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- your child is born after you have made an application for international protection
- your dependent child arrives in Ireland after you have made your application.

### You must also tell us about other adult family members

While all adult family members (over 18 years old), including your spouse or partner, must make their own individual applications, you must still provide their details on this questionnaire.

#### 2.4 Details of dependency

Earlier you listed your children, please tell us here why and how those children are dependent on you. Please use additional pages if you need them.

Child 1:

Child 2:

Child 3:

#### 2.5 Connection to Ireland

Do you or any of your dependants, or both, have any connection to Ireland? For example, are you:

- married to an Irish citizen
- parent of an Irish born child
- married to an EU National?

Tick as appropriate. Yes  No

If 'Yes', please give us details here.

### Your parents

#### 2.6 Please give details of your parents

##### Father

Family name:

Name:

Current address:

Date of birth:

Day

Month

Year

Nationality:

**2.6 Please give details of your parents**

Citizenship(s):		Ethnicity, race or tribe:	
<b>Mother</b>			
Family name:			
Name:			
Current address:			
Date of birth:	Day	Month	Year
Nationality:			
Citizenship(s):		Ethnicity, race or tribe:	

**Are your parents alive or dead?**

<b>Your father</b>			
Is your father deceased (dead)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please give the date of his death			Day      Month      Year
Please also give us his death certificate if it is available.			
Have you included your father's original death certificate?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Your mother</b>			
Is your mother deceased?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please give the date of her death			Day      Month      Year
Please also give us her death certificate if it is available.			
Have you included your mother's original death certificate?			Yes <input type="checkbox"/> No <input type="checkbox"/>

**Your siblings (brothers, sisters, half-brothers and half-sisters)****2.7 Residency (living) in Ireland**

To your knowledge, do your siblings, parents or other family members live in Ireland?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', does your family member have permission to be in Ireland.		Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', on what grounds (reasons)?		

**2.8 Please give details of all of your siblings (including deceased ones)**

Include brothers and sisters (and half-brothers, half-sisters, stepbrothers, stepsisters, if applicable). These are siblings. Use more pages if needed (include this question number [2.8] on each page).

	Sibling 1	Sibling 2	Sibling 3
Family name:			
Name:			
Gender:			
Religion:			
Nationality:			
Citizenship(s):			
Ethnicity, or race or tribe:			
Date of birth:	Day	Day	Day
	Month	Month	Month
	Year	Year	Year
Where are they now?			
Father's name:			
Mother's name:			
Relationship to you:			

**Other dependants****2.9 Any additional dependants**

If you have any other dependants, please give their details in full and their relationship to you in this table. These dependants may include:

- grandparents
- aunts
- uncles
- cousins
- anyone else in your care.

<b>2.9 Any additional dependants</b>			
	<b>Additional dependant 1</b>	<b>Additional dependant 2</b>	<b>Additional dependant 3</b>
Family name:			
Name:			
Gender:			
Religion:			
Nationality:			
Citizenship(s):			
Ethnicity, or race or tribe:			
Date of birth:	Day	Day	Day
	Month	Month	Month
	Year	Year	Year
Where are they now?			
Relationship to you:			
Why are they dependent on you? For example, they are old, unwell or have a disability.			
<b>Please use more pages if necessary (include this question number [2.9] on your sheet and sign it).</b>			

### 3. Education and employment history

#### 3.1 Length of formal education or training

Please tell us to what level you are educated: for example, primary (up to 12 years old), secondary (up to about 18 years old) or third level (over 18 usually)?

If you have any school or college qualifications, please include them.

Name and address of school or college you attended:			
<hr/>			
From: month	year	To: month	year
<hr/>			
Qualifications achieved:			
<hr/>			

Name and address of school or college you attended:			
<hr/>			
From: month	year	To: month	year
<hr/>			
Qualifications achieved:			
<hr/>			

Name and address of school or college you attended:			
<hr/>			
From: month	year	To: month	year
<hr/>			
Qualifications achieved:			
<hr/>			

Have you included any original certificates?	
Yes <input type="checkbox"/>	No. <input type="checkbox"/>

Please use more pages if necessary (include this question number [3.1] on your sheet).

### 3.2 Employment and self-employment

Please list all your employments or self-employment. Start with the most recent one. If you have documents showing proof of these employments, give them to us along with this questionnaire.

Name and address of company or employer:			
From: month	year	To: month	year
Type of work:			

Name and address of company or employer:			
From: month	year	To: month	year
Type of work:			

Have you included any documents to show proof of these employments?

Yes  No.

Please use more pages if necessary (include this question number [3.2] on your sheet and sign it.)

## 4. Please tell us why you are applying for International Protection in Ireland

### 4.1 One of the five reasons

The Refugee Convention requires that a person fears persecution because of one or more of five reasons.

**On what grounds (reasons) do you, or your dependants or both, claim to have a well-founded fear of persecution?**

Please select all of the reasons that apply to you by ticking the boxes below as appropriate. You may need to tick more than one box.

1.Race <input type="checkbox"/>	2.Religion <input type="checkbox"/>	3.Nationality <input type="checkbox"/>
4.Political opinion <input type="checkbox"/>	5.Membership of a particular social group <input type="checkbox"/>	None of these <input type="checkbox"/>

Please explain to us your own reasons on the next page:



#### 4.2 Particular social group

Do you know whether or not your application is based on being from a particular social group? Yes  No

If 'Yes' and you do know, please write the details in here.

If 'No', you don't know if your application is based on being from a particular social group, we will consider this for you based on the other information you are able to provide.

#### 4.3 Reasons why your dependants fear persecution

Please explain your dependants' reasons why they fear persecution **if** their reasons are different to your reasons (in 4.1 above). Please use more pages if needed (include this question number [4.3] on your page, along with your IPO identification number and signature).

Name of dependant:

Reason you believe they have a well-founded fear of persecution:

Name of dependant:

Reason you believe they have a well-founded fear of persecution:

#### 4.4 You fear serious harm

A person needs subsidiary protection if there is good evidence to believe that if they returned to their country of origin, they would face a real risk of suffering serious harm. They must also be unable or be at too much risk to seek the protection of that country.

**Please tell us why you claim you are at risk of serious harm. You may need to tick one or more.**

- |  |                          |
|--|--------------------------|
| I fear death penalty or execution.   | <input type="checkbox"/> |
| I fear torture or inhuman or degrading treatment or punishment in my country of origin.  | <input type="checkbox"/> |
| I fear serious and individual threat to my life or person due to indiscriminate violence in a situation of international or internal armed conflict. | <input type="checkbox"/> |

**4.5 Your dependant fears serious harm**

**If any dependants are included in your application, please tell us why serious harm is being claimed**

Name of dependant:

Reason why you believe they have a fear of serious harm:

Name of dependant:

Reason why you believe they have a fear of serious harm:

**Please use more pages if necessary. Include this question number [4.5] on your pages, along with your IPO identification number and signature.**

#### 4.6 Important questions you need to answer

The questions in this section are a very important part of your application for international protection. Please give us the following information in the white boxes below about you and your dependants' (if any) application for international protection.

- Please include dates if you know them.
- Read the questions below carefully and make sure that you answer each one.

Please use more pages if necessary (include this question number [4.6] on your sheet, along with IPO identification number and your signature”.

(1) What do you fear will happen to you if you return to:

- your country of origin, or
- your country of former habitual residence?

(2) Please tell us the details of specific events which happened to you, your dependants or both, in your country that make you or your dependants fear going home.

(3) Tell us about any hostile acts or behaviour against you and (if appropriate) members of your family. Tell us who carried out any such acts or behaviour.

(4) Give us the details of what made you, your dependants or both, decide to leave.

(5) Give us the details about if you, your dependants or both, or other family members, have suffered persecution or serious harm in the past.

#### 4.6 Important questions you need to answer

(6) If you, your dependants or both fear a specific person, organisation or group in your country, tell us their name and as much detail as you can about them. You should try to tell us what they have done (if anything) that has made you or your dependants afraid to return home.

(7) Give the details of anything that happened to you, your dependants or both, on your way to Ireland.

(8) How did you and your dependants travel to Ireland from your home country? (transport used and countries travelled through)

(9) Give details of anything that has happened since you, your dependants or both, arrived in Ireland that has made you or your dependants afraid to return home.

(10) Write any fears you have for your dependants, which are different to your own fears.

(11) If you come from a designated Safe Country of Origin, please tell us what serious concern you have for considering your country to be an unsafe safe country of origin for you, your dependants or both.

**Please use more pages if necessary (include this question number [4.6] on your sheet, along with IPO identification number and your signature.**

## 5. General information for Protection Application (State protection)

### 5.1 Reporting of incidents

Did you report any incidents that happened to you, your dependants or both, to the authorities in your country of origin or country of former habitual residence?

Please tick one box.

Yes  No

If 'Yes', write when and to who you reported them to?

What actions did the authorities take?

Please include any documents if available that may support this matter.

If 'No', you did not report such incidents, state clearly why you did not.

## 5.2 Conviction of crime

Have you ever committed or been charged with or convicted of any crime in **any** country.

Please tick one box and name the country if you tick Yes Yes  No   
 If Yes, what country: \_\_\_\_\_

If 'Yes', please give details below. Fill in one for each crime. Include all crimes, including any crimes for which you were acquitted (found not guilty), charged or pardoned.

### Crime 1

With what offence(s) were you charged?

When were you charged?	Day	Month	Year	
Were you convicted of the offence(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Did you serve a custodial (prison) sentence for this offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
If 'Yes', please provide the start and release dates of the sentence.	Start date:	Day	Month	Year
	Release date:	Day	Month	Year

### Crime 2

With what offence(s) were you charged?

When were you charged?				
Were you convicted of the offence(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Did you serve a custodial sentence for this offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
If 'Yes', please provide the start and release dates of the sentence.	Start date:	Day	Month	Year
	Release date:	Day	Month	Year

**Please use more pages if necessary (include this question number [5.2], along with your IPO number and signature.**

## 6. Visa, residency and other travel information

### 6.1 Your travel history

Have you travelled outside your country of origin or country of former habitual residence before?

Please tick one box.

Yes

No

### 6.2 Your dependants travel history

Have any of your dependants travelled outside their country of origin or country of former habitual residence before?

Please tick one box.

Yes

No

### 6.3 Passport application

Did you or your dependants ever apply for a passport from your or their country of origin or country of former habitual residence?

Please tick one box

Yes

No

### 6.4 Reasons why no applicants applied for passport

If you or your dependants, or both, did not apply for a passport from the authorities in your or their country of origin or country of former habitual residence, please explain why not.

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### 6.5 Passport issue

Were you or your dependants ever issued a passport from the authorities in your or their country of origin or country of former habitual residence?

Please tick one box

Yes

No

**6.5 Passport issue**

If 'Yes', please complete the following. Please use more pages if necessary (include this question number [6.5], along with your IPO number and signature).

**Person 1**

Name of person passport issued to:

Place of issue:

Date it was issued:

Day

Month

Year

Date it expires (will be out of date):

Day

Month

Year

Passport number:

Where is the passport now?

**Person 2**

Name of person passport issued to:

Place of issue:

Date it was issued:

Day

Month

Year

Date it expires:

Day

Month

Year

Passport number:

Where is the passport now?

**Person 3**

Name of person passport issued to:

Place of issue:

Date it was issued:

Day

Month

Year

Date it expires:

Day

Month

Year

Passport number:

Where is the passport now?

### 6.6 Visa or work permit

Did you or your dependants included in your application ever apply for a visa or work permit to visit any country, including Ireland?

Please tick one box

Yes  No

If 'Yes', when and where did you or they, or both apply?

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### 6.7 Travel, entry visa or work permit

Have you or your dependants, or both, who are included in your application, ever had a travel or entry visa or a work permit for any country, including Ireland?

Please tick one box

Yes  No

If yes, please provide full details including when and where issued and to whom, how long it lasts (expiry date) and any other relevant information.

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### 6.8 Documents used when you left

What documents did you or your dependants, or both, use to leave your country of origin and enter Ireland?

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### 6.9 Date you left

What date did you or your dependants, or both, last leave:

- you or their country of origin? or
- country of former habitual residence?

Day	Month	Year
-----	-------	------

### 6.10 Date you arrived in Ireland

What date did you or your dependant(s) or both arrive in Ireland?

Day	Month	Year
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## 7. Permission to remain

If, after we examine your application for international protection, we recommend that you are not entitled to refugee status or subsidiary protection, the Minister may still give you permission to remain in Ireland for other reasons (grounds), so it is important to include all relevant information.

The Permission to Remain Unit will assess this matter on behalf of the Minister. They will consider your family and personal circumstances and your right to respect for your private and family life.

The Permission to Remain Unit will keep in mind the following:

- the type of connection you have with Ireland, if any
- humanitarian considerations (such as health matters)
- your character and conduct (behaviour) in Ireland, including criminal convictions
- your character and conduct outside Ireland, where relevant and we can find out about it, including criminal convictions
- national security and public order (normal behaviour in public)
- anything else that may affect the common good (the benefits and interest) of all the people in the State.

The Minister will also consider the issue of '**refoulement**'. Refoulement means the return of people to a country where they may face persecution or serious harm. The Minister will consider anything you raise which is relevant to this issue. In particular, the Minister will consider any fears you have expressed in relation to persecution or serious harm you may be exposed to if you return to your country of origin.

**7.1 Other reasons you should be allowed to remain**

Please tell us about any other reasons why you, or your dependants (under 18 years), or both, should be allowed to remain in Ireland if your protection application is refused?

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If you need more space, please use more pages (include this question number [7.1], your IPO number and your signature).

**7.2 Other reasons you fear returning to country of origin or former habitual residence.**

Apart from the issues included so far, are there any other reasons you fear returning to your country of origin or country of former habitual residence? Please explain giving as much relevant detail as possible.

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If you need more space, please use more pages (include this question number (7.2) on your sheet, your IPO number and your signature).

## 8. Medical issues

### 8.1 Serious medical conditions

Tell us about any serious medical conditions you, or your dependants or both, have. You should give us evidence about the type of the medical condition(s) when you return this questionnaire or as soon as you can. It is best to get this evidence to us before we interview you.

You should also include details of any mental health care or support you, or your dependants or both, are receiving.

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## 9. International Protection Interview (Section 35 Interview)

During the Section 35 interview, we will ask you why you have applied for international protection.

You must provide relevant information to help us consider your application. We know that some parts of your experience may be difficult to talk about. You may be more comfortable speaking to a man or a woman interviewer and interpreter.

If you would prefer a male or female interviewer, or interpreter or both, and have not already made a request, you need to let us know. We will do our best to arrange this.

### 9.1 Interviewer and interpreter

Do you have any preference about being interviewed by a man or a woman? Yes  No

If 'Yes', please tick one of the following boxes.

Yes, I would prefer to talk to a man

Yes, I would prefer to talk to a woman

## 9.2 Special facilities

Do you need any special facilities for your interview in the International Protection Office because of a medical condition or disability?

Yes

No

If 'Yes', please tell us what you need.

## 9.3 Languages

What is your first language?

Which language would you like to do the international protection interview in?

Do you speak any other languages?

Yes  No

If 'Yes', please tell us what those languages are.

If 'Yes', please tell us how fluent you are in that or those languages.

## 10. Documents to support your application

Along with this questionnaire, you should give us **all available** documents that may be relevant to your application for:

- international protection
- permission to remain in the State.

Please give us the original documents if you can. Examples of documents you should give us include the following.

### Cards that include your identity

- Passport
- national identity card
- travel documents
- driver's licence.

### **Certificates and records**

- Birth
- death, marriage or civil partnership certificates
- school records
- educational certificates.

### **Memberships**

Correspondence or membership cards for organisations like:

- political parties or groups
- unions or clubs
- other groups.

### **Correspondence with police**

- Correspondence and warrants from the police authorities in your country in any country

### **Medical correspondence**

- Correspondence from your doctor (this could be letters or medical reports)
- medical reports from Ireland and your country of origin or country of former habitual residence.

### **Any other documents**

Any other documents relevant to your application like:

- Phone or bank records
- any documents about your past immigration history.

### **Send us any relevant documents now**

As we have said before in this document, you should get any documents which you use to back up your application and send them to us in the IPO as soon as you get them.

This includes medical evidence. If you plan to rely on medical evidence, **get it without delay and send it to us in the IPO as soon as you receive it.**

If you withhold documents now it may damage how well we believe the information in your application. It could go against your application and lead us to refuse your application.

Ideally, we should receive any documents **at least three working days before your interview date.** Please list all the documents you are sending us below.

**Remember to include your Person ID and your name with any documents you submit.**

**10.1 Do you have any documents to send us to support your application?**

Please tick one box.

Yes  No

If 'Yes', please provide the following information.

Please list all documents you are sending us and the following information about them. Please add extra pages if you need them and include the question number you are answering.

1. What the document is.	2. If the document is dated, include the date.	3. How the document relates to your specific application.	4. The language(s) it is written in.

**11. Data Protection Notice**

The International Protection Office (IPO) of Immigration Service Delivery is part of the Department of Justice. The IPO will treat all information and personal information that you provide as confidential. The International Protection Act 2015 obliges us to take all practicable steps to make sure we keep the identity of applicants confidential. We also follow the EU General Data Protection Regulation and the Data Protection Act, 2018.

We will share information provided to the Department of Justice only with other approved organisations in line with the appropriate law.

You can find the full IPO General Data Protection Regulation Privacy Notice (IPO (PP) 52) on the IPO website at: [www.ipo.gov.ie](http://www.ipo.gov.ie).

You can find the full Department of Justice's Data Protection Policy at: [www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection).

## 12. Help filling in the questionnaire

### 12.1 Did you complete the questionnaire yourself?

Please tick one box.

Yes  No

If 'No', who helped you to complete the questionnaire? (The person who filled it in can complete this part.)

Name:

Address:

Relationship to applicant:

Please say why the applicant couldn't complete the questionnaire on their own.

## 13. Statement and signature of legal representative

### 13.1 The legal representative should fill this in

I declare that I have helped the applicant to complete this questionnaire.

Legal representative signature:

Date:

## 14. Statement and signature of applicant

### 14.1 Please read and sign below

Please tick the boxes where appropriate, and sign and date your name at the bottom.

I understand:

- I am completing this questionnaire on behalf of myself and my dependant(s) Yes
- all of my dependants will be included in this application. No

I have read and acknowledge the IPO Data Protection Notice in point 11 of this questionnaire. Yes  No

I understand I have made an application for international protection on behalf of my dependent children who are not Irish citizens. My dependent children include those who:

- when I am making the application, are present in Ireland and are under 18 years of age
- are born in Ireland while I am an applicant Yes
- are under 18 years of age and enter Ireland while I am an applicant. No

I am aware that the information I have provided may also be used to examine other cases if an applicant is related to me or where the case is in some way linked to mine. Yes  No

I promise that the information provided in this questionnaire is complete, true and accurate.

▶ Applicant's signature:

▶ Date:

▶ Applicant print name:

▶ Date:

**FOR OFFICE USE ONLY**

Applicant's name:

Country of origin:

Reference number:

Person ID:

Language used in questionnaire:

Number of questionnaire pages:

Any extra material:

Total number of extra pages: