

## CHECKLIST FOR VISIT FRIEND OR FAMILY VISA

If you would like to visit Ireland for a short period (less than 3 months) for the purposes of visiting family or friends you should apply under this category.

This document is one of the forms you need to submit with your application. If any of the required documents listed below are missing, your application may be returned. Gather your documents in order of the checklist and check each item.

You are requested to hand in the following documents:

Sr.	Required Documents	Yes	No
1.	<b>Original Passport</b> valid for at least 6 months after the intended date of departure from Ireland following visits. Passport must have sufficient space for a visa to be inserted; at least two empty pages are required. If your passport does not comply with the above, your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required.		
2.	<p>You should submit all <b>previous passports</b>. A copy of all stamped or containing visas pages of your passports is required</p> <p>If you have been refused a visa for any other country, details of this preferably the original letter issued to you by the authorities of that country, must be submitted. Concealment of other visa refusal will result in your Irish visa application Being refused.</p> <p>If you are not a national of the country from where you are applying, you must submit evidence of your permission to be in that country e.g. a <b>residence card</b>. You must also have at least 3 months permission to be in that countries after your Intended date of departure from Ireland.</p>		
3.	Fully completed and <b>signed online application form</b> . If the applicant is a minor, signature(s) of the legal guardian(s) is required.		
4	<p>Two <b>recent photographs</b> (not older than 6 months) 35x45 in colour, preferably biometric type with white background.</p> <p>Please write your full name on the back of the photographs you submit along with your application.</p>		
5.	<p>Please submit a signed letter of application outlining:</p> <ul style="list-style-type: none"> <li>Your reason for wishing to visit Ireland.</li> <li>Giving details of any members of your family who are currently in Ireland, or any other EU State.</li> <li>How long you plan to stay.</li> <li>Stating that the cost of trip is being borne by yourself or, where that is not the case, details of the third party funding the costs of the trip</li> <li>Contact name, phone number and e-mail address of business contact in Ireland</li> <li><b>Reasons for obligations to return to your country (including any supporting documents you may wish to submit)</b></li> <li>That you will observe the conditions of your visa, that you will not become a burden on the State and that you will leave the State on the expiry of your permission to remain.</li> </ul>		
6	<p>Company documents:</p> <ul style="list-style-type: none"> <li>Copy of signature circulars to verify the authority to sign the documents.</li> <li>Copy of the company registration in chamber of commerce and copy of the bulletin of the trade register.</li> <li>Tax registration certificate of the company valid for the current year.</li> <li>Copy of article in official media regarding the formation of the company</li> </ul> <p><b>If the applicant is a farmer:</b> Farmer certificate issued by the Chamber of Agriculture, proof of grown products/land.</p>		

7.	A letter of invitation from your contact/host in Ireland confirming that accommodation will be provided for the duration of your visit, details of how they know you, if they are related to you and supporting evidence of this – e.g. birth/marriage certificate, confirmation that they will observe the conditions of your visa and ensure that you will not become a burden on the Irish State and that you will leave the State on the expiration of your visa.		
8.	<p>Evidence of obligations to return to your country of permanent residence following this visit;</p> <p>If you are employed a letter from your employer stating how long you have been employed there. The dates you will be on annual leave from and the date you will be returning to work in that employment.</p> <p>If you are a student, a letter from your college outlining what course you are pursuing, how many years you have been a student there, how many years/terms you have left at that college and that you will be returning there following your visit to Ireland. If you are retired, evidence of pension and any other return obligations.</p>		
9.	Current utility account bill in name of contact/host for address where you will be accommodated (if any)		
10.	Copy of your contact/host's passport biometric page if contact is an Irish or EU citizen. If reference is not an Irish or EU citizen, evidence of their permission to remain in Ireland, copy of their GNIB card.		
11.	<p>If applicant is responsible for costs of this trip, detailed bank statements covering a period of 6 months immediately prior to the application showing sufficient funds to pay travel costs and sustain the applicant in Ireland. This should be accompanied by the signature circular of the bank. The applicant must have immediate access to these funds, and therefore, a fixed term savings account cannot be accepted, unless a letter is included from your bank confirming that you are allowed to withdraw money during your travel period.</p> <p>If reference in Ireland is supporting the applicant, detailed bank statement covering a 6 month period immediately prior to their visa application and showing sufficient funds to support applicant for duration of his/ her stay. The applicant must have immediate access to these funds, and therefore, a fixed term savings accounts cannot be accepted.</p> <p>Unexplained deposits made shortly before an account statement is issued cannot be accepted. The sponsors' three most recent original payslips, authenticated by your employer.</p>		
12.	Detailed family registration certificate.		
13.	SGK (social security) detailed registration document. This document should contain a readable barcode.		
14.	Your three most recent original payslips authenticated by your employer.		
15.	<p>Visa Applications on behalf of a child (person under 18) If a child under the age of 18 is travelling alone their birth certificate must be submitted with their application.</p> <p>If a child under the age of 18 is travelling either alone or with a person other than their parent/legal guardian (e.g. adult relative), a written letter of consent from both parents/legal guardians is required. These signed consents must be accompanied by copies of the consenting parent/legal guardians' passports or national identity cards, which clearly show their signatures.</p> <p>If the child is travelling with one parent/legal guardian, the consent of the other parent/legal guardian is required. This signed consent must be accompanied by a copy of the consenting parent/legal guardian's passport or national identity card which clearly shows their signature. Where one parent has sole custody, a Court Order bestowing sole custody of the child on the parent concerned must be submitted.</p>		
16.	Hotel Reservation: Confirmed hotel reservation valid for entire stay. The dates of the hotel reservation should correspond to your flight reservation. If you are also visiting the UK, information about entrance to UK and detailed information of entire trip.		

17.	Flight reservation: Reservation for outbound and return flights.		
18.	Valid travel health insurance covering any costs of repatriation for medical reasons, emergency medical care and/or emergency hospital care or death during your stay in Ireland. This insurance must be valid for the whole of this territory and the whole of the stay.		
19.	Visa fee and service fee.		

Please arrange documents as per above given order and place this completed checklist on top in English.

All documents accompanying your application must be **originals**. You should keep copies of all the documents that you provide.

If you submit a document that is not in English, it must be accompanied by a full translation. Each translated document must contain:

- Confirmation from the translator that it is an accurate translation of the original document,
  - The date of the translation,
  - The translator's full name and signature, and
  - The translator's contact details.
- Please note that this is not an exhaustive list, and a Visa Officer may require further documentation if they deem it necessary, before they can make a decision on your application.

#### **Return of original documents**

If there are particular documents that you wish to have returned, please provide a list of these documents with the application to the VFS agent, and ensure they are placed in a separate folder. Please submit a photocopy of all the documents that you may need back at the time of collection.

#### **Submission of documents**

I confirm that I have submitted all the above documents to a VFS Ireland Visa Application Centre.

Applicant's name and signature .....

VFS staff name and signature .....

#### **Or, alternatively,**

I acknowledge, as cautioned today by VFS, that the failure to submit the required documents may lead to the refusal of my application but wish to submit my application for consideration in its current form.

Applicant's name and signature .....

VFS staff name and signature .....

