



## Application for a Re-entry Visa for Minors, including minors with Stamp 6

### Who is this form for?

You should use this application form if:

- You are legally residing in Ireland and wish to apply for a re-entry visa for a child who is aged under 16
- The application must be made by the child's parent, guardian or person acting in loco parentis
- You can only apply for a re-entry visa for one child using this form.

### How to complete this form:

- Please complete this form in CAPITAL letters and place a tick in the relevant box
- You must complete all sections of this form fully

### Where to send your completed application form

- You must send your completed application form and supporting documents to the address below

**Re-entry Visa Unit  
Immigration Service Delivery  
Department of Justice  
13/14 Burgh Quay  
Dublin 2  
D02 XK70**

- You must send your application by Registered Post
- Registered Post can be tracked on the An Post website [www.anpost.ie](http://www.anpost.ie)
- **You must keep a note of the registered post tracking number - you will need this if you need to contact us about your application**

## **Data Privacy Notice**

1. The data you provide in this form is collected by Immigration Service Delivery (ISD), a part of the Department of Justice. The data controller for the information you provide is the Department of Justice.

The data controller's contact details are:

**Re-entry Visa Unit  
Immigration Service Delivery  
The Department of Justice  
13 – 14 Burgh Quay  
Dublin 2  
D02 XK70**

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

3. We will use the personal data you provide in this form for the following purposes:

- To assess you and/or your families eligibility for a Re-entry Visa. We may also use the personal data you provide in this form and in associated correspondence as part of any future considerations regarding your immigration or citizenship status.

4. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:

- To fulfil the function of the Minister for Justice, Section 17 of the Immigration Act, 2004.

5. The personal data provided here will be stored securely in ISD's databases and the Garda National Immigration Bureau's databases. It may be shared, if necessary, with the following third parties:

- 1.1. Government Departments and Agencies;
- 1.2. An Garda Síochána;
- 1.3. EEA competent authorities;
- 1.4. EEA police forces;
- 1.5. 3rd parties who have provided documentary evidence by or on behalf of the application, e.g. employers and landlords (with the consent of the data subject);
- 1.6. 3rd party service providers in the areas of data handling and storage and in the production of IRP cards.

6. The personal data you provide in this form is necessary for us to determine if you meet the criteria for this scheme. If you do not provide this data, your application for this scheme cannot be processed.

7. 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.

8. You have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at [www.justice.ie](http://www.justice.ie), and sending it to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) You may be required to verify your identity before we send the information to you.

9. You have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to Re-entry Visa Unit, Immigration Service Delivery, the Department of Justice, 13 – 14 Burgh Quay, Dublin 2, D02 XK70 explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.

10. You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie)

I acknowledge that I have read and understood the information provided above by the Department of Justice for the purposes of ensuring fair and transparent processing of my personal data.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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**OR**

Name of Parent/Guardian: \_\_\_\_\_  
(for data subject aged under 18)

Signature of Parent/Guardian: \_\_\_\_\_

Date :

D	D	/	M	M	/	Y	Y	Y	Y
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## Section 3

## Document checklist

In this section you will need to provide a list of which supporting documents you have supplied.....

Document description	Tick document for submission	Number of pages
<b>Documents relating to the child</b>		
Original Passport of the child		
A <b>Written Statement</b> and 2 <b>recent</b> Irish passport photos ( <b>no more than 6 months old</b> ), stamped by the child's school principal ( <b>if over 5 yrs</b> ) or doctor ( <b>if under 5 yrs</b> ). <b>Documentation from Pre-Schools is <u>not</u> acceptable.</b>		
<b>Documents relating to the adult applying on the child's behalf</b>		
In the case of a non-EEA national, your original IRP or GNIB card		
In the case of a non-EEA national, a photocopy of the following pages from your passport: biographical information and visa to enter Ireland		
In the case of an EEA national, a photocopy of the biographical pages of your passport and your national ID or driving licence		
<b>Proof of relationship between the adult and child</b>		
Child's original birth certificate		
If an application is being made by a guardian, proof of guardianship, in the form of a notarised document granting guardianship by the child's parents or a state body, with certified original translation if not in English or Irish		