



Application form for Habitual Residence Condition

Thank you for your application for

on

However, we need more information to decide if you are habitually resident in the Republic of Ireland. Please answer the questions in this form to help us decide.

What does Habitual Residence mean?

Being habitually resident means that you are living in the Republic of Ireland and can prove that you have a close link to the State.

How do I qualify for Habitual Residence?

Factors taken into consideration when deciding if a person is habitually resident in the Republic of Ireland include:

- If you were born and raised here;
- If you have a right to live here;
- The length of time you have lived here and if you have lived here continuously;
- If you have worked here;
- If you have close family ties or ties with the community here; and
- Your general living situation here.

Time spent outside the Republic of Ireland on short holidays, studying or travelling does not exclude a person from being regarded as habitually resident

What do I need to complete this form?

- You need a Personal Public Service (PPS) Number before you apply.

How do I complete this application form?

- There is an example on the back of this page that can be used as a guide to fill in this form.
- Write with a black ballpoint pen.
- Use BLOCK LETTERS and place an X in the relevant boxes.
- Answer all the questions as incomplete forms will be returned and this may delay your application.
- Sign the declaration in Part 1.

How can I get help and further information?

If you need any help to complete this form, please contact your local Intreo Centre, Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting www.gov.ie/intreo

For more information on the Habitual Residence Condition visit www.gov.ie/hrc

How to fill in this form

To help us to process your application write letters and numbers clearly and use one box for each. Please see examples below.

Part 1

Your own details

1. Your PPS Number:

1	2	3	4	5	6	7	T		
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2. Title, insert an 'X' or specify:

Mr Mrs Ms Other

3. Surname:

M	U	R	P	H	Y														
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4. First names:

M	A	U	R	E	E	N													
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5. Your first name as it appears on your birth certificate:

M	A	R	Y																
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6. Birth surname:

M	C	D	E	R	M	O	T	T											
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7. Your date of birth:

2	8			0	2			1	9	7	0								
D	D			M	M			Y	Y	Y	Y								

8. Your mother's birth surname:

K	E	L	L	Y															
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Contact Details

9. Your address:

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O	L	D		T	O	W	N												
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D	O	N	E	G	A	L		T	O	W	N								
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County

D	O	N	E	G	A	L													
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Eircode

C	1	5	A	9	6	V													
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10. Your telephone numbers:

O	N	E		N	U	M	B	E	R		P	E	R		B	O	X		
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Mobile

O	N	E		N	U	M	B	E	R		P	E	R		B	O	X		
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Landline

11. Your email address:

O	N	E		C	H	A	R	A	C	T	E	R		P	E	R			
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B	O	X																	
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SAMPLE



Application form for Habitual Residence Condition

Part 1

Your own details

1. Your PPS Number:

2. Title, insert an 'X' or specify: Mr Mrs Ms Other

3. Surname:

4. First names:

5. Your first name as it appears on your birth certificate:

6. Birth surname:

7. Your date of birth:
 D D M M Y Y Y Y

8. Your mother's birth surname:

Contact Details

9. Your address:

 County Eircode

10. Your telephone numbers: Mobile
 Landline

11. Your email address:

Declaration

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the department and that I may be prosecuted. I undertake to immediately advise the department of any change in my circumstances which may affect my continued entitlement.

Date:
 D D M M Y Y Y Y

Signature **not** block letters.

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

12. Are you?

- Single
- Married
- Separated
- Divorced
- Widowed

- Cohabiting
- In a Civil Partnership
- A surviving Civil Partner
- A former Civil Partner
(you were in a Civil Partnership that has since been dissolved)

13. If you are:

Married or entered into a civil partnership, from what date?

D	D	M	M	Y	Y	Y	Y

Cohabiting, from what date?

D	D	M	M	Y	Y	Y	Y

Separated, divorced or civil partnership dissolved, from what date?

D	D	M	M	Y	Y	Y	Y

Note: A copy of your divorce or separation papers must be submitted with your claim.

If your spouse, civil partner or cohabitant died, what was their date of death?

D	D	M	M	Y	Y	Y	Y

14. Would you like an interpreter service to help us process your application?

- Yes
- No

15. Do you have a current Irish Residence Permit (IRP) Card?

- Yes
- No

If **yes**, please state:

Your IRP Number:

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16. What country were you born in?

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17. Your nationality?

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18. If you are not an EEA or UK national, do you hold a current:

- Irish Residence Permit? Yes No
 Irish Employment Permit? Yes No
 Student Visa? Yes No

Note: The European Economic Area (EEA) comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

If you answer **yes** to any of the three questions above, please enclose your original permit and your original letter from the Department of Justice which sets out the reasons why you have been granted permission to reside in the Republic of Ireland.

If you do not have a current or valid permit, have you applied for a permit renewal?

- Yes No

Please give further details as to your residency and/or employment status. Please enclose any relevant documentation, for example, your original most recent permit and a copy of your renewal application.

Residency outside the Republic of Ireland

19. Please give details of each country, outside the Republic of Ireland, that you have lived in.

Country 1

Country:

Dates: From:

To:

D D M M Y Y Y Y

Your social insurance number while there:

Did you have the necessary permission to reside in that country?

- Yes No

If **no**, please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Note: A separate sheet of paper can be used for more details if needed.

Residency outside the Republic of Ireland continued

Country 2

Country:

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Dates: From:

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To:

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D D M M Y Y Y Y

Your social insurance number while there:

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Did you have the necessary permission to reside in that country?

Yes No

If **no**, please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Country 3

Country:

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Dates: From:

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To:

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D D M M Y Y Y Y

Your social insurance number while there:

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Did you have the necessary permission to reside in that country?

Yes No

If **no**, please outline the circumstances of your residency:

How did you support yourself while you lived in that country?

Residency outside the Republic of Ireland continued

20. Provide full details of your last address outside the Republic of Ireland.

Address:

Provide the most recent six months bank statements of all accounts held outside the Republic of Ireland as evidence.

21. Do you own or have you ever owned any kind of property, land, business or capital for example outside of the Republic of Ireland?

Yes No

If **yes**, please state:

Type of property, for example, house, apartment or land.

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Address of the property:

Please provide evidence of your ownership of this property.

Did you live in the property? Yes No

Is the property rented? Yes No

If **yes**, please provide a copy of a rental or tenancy agreement.

Have you sold the property? Yes No

If **yes**, please provide evidence of the completion of sale of this property.

Note: A separate sheet of paper can be used for more details if needed.

22. Please give any further information that may assist your application.

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Note: A separate sheet of paper can be used for more details if needed.

Previous residency in the Republic of Ireland

23. Please give details of each period of time that you resided in the Republic of Ireland.

First period of residency

Your address:

County

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Eircode

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Dates:

From:

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To:

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D D M M Y Y Y Y

Did you have the necessary permission to reside in the Republic of Ireland at that time?

Yes No

If **no**, how did you support yourself during this period of residency in the Republic of Ireland?

Second period of residency

Your address:

County

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Eircode

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Dates:

From:

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To:

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D D M M Y Y Y Y

Did you have the necessary permission to reside in the Republic of Ireland at that time?

Yes No

If **no**, how did you support yourself during this period of residency in the Republic of Ireland?

Previous residency in the Republic of Ireland continued

24. Please give details of all your previous employments in the Republic of Ireland, starting with your first employer.

Employer 1

Employer's name:

Employer's address:

County

Eircode

Dates you worked there:

From:

To:

D D M M Y Y Y Y

Was your employment: Full-time Part-time

Did you have a written contract of employment?

Yes No

Number of hours worked a week:

Employer 2

Employer's name:

Employer's address:

County

Eircode

Dates you worked there:

From:

To:

D D M M Y Y Y Y

Was your employment: Full-time Part-time

Did you have a written contract of employment?

Yes No

Number of hours worked a week:

Note: A separate sheet of paper can be used for more details if needed.

Current residency in the Republic of Ireland continued

33. Did you arrange or seek to find employment in the Republic of Ireland before coming to the Republic of Ireland?

Yes No

If **yes**, please give details.

If **no**, please give details of how you have supported yourself since you came to the Republic of Ireland?

34. Were you self-employed? Yes No

If **yes**, please give details including proof the self-employment was registered with the Office of the Revenue Commissioners.

35. If you never worked in the Republic of Ireland, have you looked for work in the Republic of Ireland?

Yes No

If **yes**, please give details.

Current residency in the Republic of Ireland continued

36. Have you undertaken any training?

Yes No

Please provide evidence of any training you have done or are currently doing.

37. How long do you plan to stay in the Republic of Ireland?

38. Please outline in full, the reasons for staying in the Republic of Ireland.

39. Please provide any other information that shows your connection to the Republic of Ireland. For example, if you belong to any professional bodies, community groups, social or sports organisations in the Republic of Ireland.

40. Please provide details of any substantial change in circumstances since your residency in the Republic of Ireland.

Part 4

Details of your children

58. Do you wish to claim for children who normally live with you and who are being supported by you or any other dependants?

Yes No

If **yes**, please state child's or dependant's:

Child or dependant 1

Surname:

First names:

Date of birth:

D D M M Y Y Y Y

Child or dependant 2

Surname:

First names:

Date of birth:

D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

59. Do all of your children or other dependants live in the Republic of Ireland with you?

Yes No

If **no**, please state where they are and any plans you have made for them to join you:

60. Have you children in school in the Republic of Ireland?

Yes No

If **yes**, how many children?

Please state:

Child 1

Surname:

First names:

Date of birth:

D D M M Y Y Y Y

Name of school:

Address of school:

County

Eircode

Start date:

D D M M Y Y Y Y

Child 2

Surname:

First names:

Date of birth:

D D M M Y Y Y Y

Name of school:

Address of school:

County

Eircode

Start date:

D D M M Y Y Y Y

Child 3

Surname:

First names:

Date of birth:

D D M M Y Y Y Y

Name of school:

Address of school:

County

Eircode

Start date:

D D M M Y Y Y Y

Child 4

Surname:

First name:

Date of birth:

D D M M Y Y Y Y

Name of school:

Address of school:

County

Eircode

Start date:

D D M M Y Y Y Y

Child 5

Surname:

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First names:

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Date of birth:

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D D M M Y Y Y Y

Name of school:

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Address of school:

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County

Eircode

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Start date:

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D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

Part 5

Details of other family members

61. Does any of your close family live in the Republic of Ireland, for example, parent, brother or sister?

Yes No

If **yes**, please state:

Person 1

Their PPS Number:

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Their surname:

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Their first names:

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Their date of birth:

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D D M M Y Y Y Y

Their address:

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County

Eircode

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Their relationship to you:

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Date they came to the Republic of Ireland:

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D D M M Y Y Y Y

Person 2

Their PPS Number:

Grid for PPS Number (8 boxes)

Their surname:

Grid for Surname (20 boxes)

Their first names:

Grid for First Names (20 boxes)

Their date of birth:

Grid for Date of Birth (DD MM YYYY)

D D M M Y Y Y Y

Their address:

Grid for Address (20 boxes)

Grid for Address (20 boxes)

County

Grid for County (20 boxes)

Eircode

Grid for Eircode (7 boxes)

Their relationship to you:

Grid for Relationship (20 boxes)

Date they came to the Republic of Ireland:

Grid for Date (DD MM YYYY)

D D M M Y Y Y Y

Person 3

Their PPS Number:

Grid for PPS Number (8 boxes)

Their surname:

Grid for Surname (20 boxes)

Their first names:

Grid for First Names (20 boxes)

Their date of birth:

Grid for Date of Birth (DD MM YYYY)

D D M M Y Y Y Y

Their address:

Grid for Address (20 boxes)

Grid for Address (20 boxes)

County

Grid for County (20 boxes)

Eircode

Grid for Eircode (7 boxes)

Their relationship to you:

Grid for Relationship (20 boxes)

Date they came to the Republic of Ireland:

Grid for Date (DD MM YYYY)

D D M M Y Y Y Y

Note: A separate sheet of paper can be used for more details if needed.

62. Does any of your close family, for example parent, brother or sister, live outside the Republic of Ireland?

Yes No

If **yes**, please state:

Person 1

Their surname:

[Grid for surname]

Their first names:

[Grid for first names]

Their address:

[Grid for address]

Their relationship to you:

[Grid for relationship]

Person 2

Their surname:

[Grid for surname]

Their first names:

[Grid for first names]

Their address:

[Grid for address]

Their relationship to you:

[Grid for relationship]

Person 3

Their surname:

[Grid for surname]

Their first names:

[Grid for first names]

Their address:

[Grid for address]

Their relationship to you:

[Grid for relationship]

Note: A separate sheet of paper can be used for more details if needed.

Have you enclosed the following where applicable?

- Your Irish Residence Permit and the letter setting out any conditions to this residence, or the renewal application for this Residence Permit.
- Your Irish Employment Permit.
- Your Irish Work Permit.
- Your Irish Student Visa.
- Bank statements for the last six months for all bank accounts held outside the Republic of Ireland.
- Documentary proof of continuous residency in the Republic of Ireland.
- Documentary proof of registration of self-employment in the Republic of Ireland with the Office of the Revenue Commissioners.

If you were born, married or entered into a civil partnership or civil union outside of the Republic of Ireland please submit where applicable:

- Your birth certificate.
- Your spouse's, civil partner's or cohabitant's birth certificate.
- Your marriage certificate or civil partnership or civil union registration certificate.
- Your divorce, dissolution of civil partnership or separation documents.

Note only original certificates will be accepted

Please remember to sign the Declaration in Part 1.

If you have any difficulty in filling in this form, please contact your local Intreo Centre or Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting www.gov.ie/intreo

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

20K 07-21

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