



Passport Applications What I need to know!

Online passport applications?

You can apply to either **renew** your old passport or do a **new application** for yourself or your child, by visiting [the Irish passport site here](#).

There is a step-by-step process which you will be guided through for each of these.

What do I need?

Renewal

You will need the following documents to complete a renewal. This takes about 15 minutes to complete online. Please note if your passport is more than 5 years old you may need to do a new application.

- Your old Irish passport
- Digital passport photo
- Email address
- Card to pay for your renewal – the current cost for a basic passport book is 90 Euros

New application

This process takes a little longer and you will need to post the documents to the passport office once the online part is completed.

- Digital passport photo
- Email address
- Your original Irish birth certificate – if you are Irish born
- One form of ID – driving licence, UK passport, UK ID card or Freedom pass (older persons)
- Your father or mothers birth certificate – if you are second generation Irish
- For mothers, you also need their marriage certificate
- 2 proofs of address – this can be your driving licence if you have one, utility bill or bank statement
- Card to pay for your renewal – the current cost for a basic passport book is 90 Euros

Children's Application

- Parents birth cert
- Child's birth cert
- Digital passport photo
- Verification of Identity (see [What happens next](#)) which must be signed by both parents
- Current cost is 20 Euros

Things to know about photos:

The Irish passport system can be very sensitive with photos. They do not always accept ones you get through photo machines, so it is important that you follow the instructions carefully.

To get the most appropriate photo and to increase your chances of the system accepting them please use the following companies recognised by the Irish passport office as they will give you a code which you can then input to the system during your application.



Photo-Me

What happens next?

Renewal

You will hear from the passport office if they need further information.

New applications:

- You will print the Verification of Identity form which you will see at the end of your application.
- This will need to be signed by a witness (see below)
- You will then post that with all your original documents by recorded post to the Irish Passport Office
- You will need to keep an eye on your emails as the passport office may need you to confirm some details.

Children's Application

- As above but both parents' details will be needed for the application and the Verification of Identity form will need to be signed by both parents also.

How do I get my passport witnessed?

You will find a list of people [who can witness your passport here](#).

We also have a passport witness at the London Irish Centre who can do this for you if you book an appointment in advance.

When am I entitled to an Irish passport?

There are some complexities around this, but the general rule of thumb is that if you, your parents were Irish citizens at the time of your birth you are entitled to an Irish passport. If grandparents were Irish citizens at the time of your birth, you will need to apply through the foreign births registry to become an Irish citizen.

You can do this here [your entitlement to an Irish Passport](#).

The LIC do not accept responsibility for confirming your entitlement so please do check this with the passport office directly if you are in any doubt.

What if I can't afford to pay for my passport?

If you cannot afford to pay for your passport application, please don't worry. You can apply to one of our hardship grants to help with that. You will need to provide proof of income and a bank statement to apply for a grant support, [see here for more details](#).

If you have any other queries or need more information then please contact the passport office directly, [all contact details are here](#).