



31st October 2024

Dear Customer

We refer to your recent online Personal Public Service Number (PPSN) application. An appointment has been arranged for you to attend in person at our office in the **Monaghan PSC Centre, Monaghan Town**.

During this appointment we will also process your Public Service Card (PSC). It is proof that you have authenticated your identity and can be used to prove your identity when you access public services in Ireland. It also protects you against identity theft in respect of those services.

Your PSC also allows you to securely access a wide range of Government services online through MyGovID.ie (including this Department's online MyWelfare.ie service) at a time convenient to you.

Further information on the services and supports are available through www.mygovid.ie.

Your appointment details are:

<u>Location:</u>	PSC Centre, Floor 1, Teach O'Cleircin, Old Cross Square, Monaghan, Co. Monaghan, H18 H796
<u>Date:</u>	Wednesday 13th November 2024
<u>Time Slots:</u>	Morning 9.30am – 12.30 <u>OR</u> Afternoon 2pm – 3.30pm

If you are unable to attend your appointment, please e-mail us on ***MonaghanPSC@welfare.ie*** so an alternative appointment can be made for you. If you fail to attend for an appointment, you will be required to submit a new application.

Please bring this letter and the documentation listed overleaf with you, as well as your mobile phone – if you have one – to your appointment.

If you do not have all the documents required, please contact us prior to your appointment for advice.

Regards,

PPSN Team



Documents to bring with you to your PPSN Appointment

1. Evidence of your identity

If you are an Irish citizen born in the Republic of Ireland, you will need your birth certificate and photographic ID, such as your passport or driving licence

If you are an Irish citizen by naturalisation or Foreign Birth Registration, you will need your current passport or Certificate of Naturalisation OR your Foreign Birth Registration certificate and your Irish or UK driving licence or Irish learner driving permit

If you are an Irish citizen born in Northern Ireland or a UK citizen, you will need your current passport or your birth certificate showing your mother's birth surname and your current driving licence

If you are an EU/EEA citizen (other than Irish and UK), you will need your current passport or national identity card

If you are a Non-EU/EEA citizen, you will need your current passport

2. Evidence of why you need a PPS Number

If you are applying for a PPS Number to work in Ireland, you must have a signed offer of employment from your employer confirming when your job is due to start or when it started. This letter should be on company headed paper with the employer's contact details and employer/company registered number. You do not need a PPS Number to look for work or for an employer to make an offer of employment.

Some other examples of why you may need a PPS Number are:

- to apply for a social welfare payment
- to access medical services
- to apply for or exchange a driver's licence
- to access other public services
- to register for a course in a school or college
- Employment letter confirming start date etc.

3. Evidence of your address

The document must show your name and address and not be older than 3 months.

You can use any one of the following documents to do this:

- household utility bill - If you are staying with friends or relatives, an original household bill plus a note from the bill holder confirming that you live at the bill address is acceptable. This note can be written on the bill itself.
- an official letter or document
- a financial statement
- property lease or tenancy agreement
- confirmation of address by a third party such as a hotel or hostel administrator or manager, school principal or property owner

Please note: If you already attended an appointment and have obtained your PPS number or already have a date set, please respond to the e-mail MonaghanPSC@welfare.ie with the location, date, and time of the appointment you have already attended / will attend so we can cancel your slot.