



Department of Foreign Affairs and Trade

APPLICATION COVER PAGE



APPLICATION ID: **40037311627**

This cover page must be submitted with your documents.

Please print one sided in black and white.



If submitting multiple applications, please enter each application number in this box

Dear **Colleen Michelle Sharp**

Thank you for using our online service to submit your passport application. We will only start to process your application when we receive the documents listed below.

Additional documents are required to verify your citizenship. Further information relating to these documents can be found on the next page.

- **Cover page**
- **Identity Verification Form**
- **Birth certificate**
- **Documents to verify citizenship**

Unless stated otherwise, **original documents** must be supplied. Please **do not** submit photocopies, short-form birth certificates, or laminated certificates. Certified translations are required if documents are not in the English or Irish language.

Please note: if you are renewing an Irish passport, the previous one will be cancelled once you have received the new passport.

We advise that you use registered post when submitting the documents. Please post the documents to the address below:

Online Passport First Time Applications
PO Box 12986,
Balbriggan,
Co. Dublin
K32 AE72

Please note: each envelope must only contain the documents for one application. Please also write your application ID (40037311627) on the front of the envelope containing your supporting documents.

Once your documents are received, you can track the progress of your application using our passport tracker at: passporttracking.dfa.ie

Regards,
The Passport Service



Department of Foreign Affairs

FIRST PASSPORT DOCUMENTS

You must submit documents to support your application. These documents are listed on your cover page and further documentary requirements are outlined below. Please only submit the documents relevant to your category. Please tick the boxes beside the relevant documents.

CITIZENSHIP AND IDENTITY DOCUMENTS

All applicants	
All documents listed on your cover page (for example, Identity Verification Form, birth certificate etc.)	
Government issued photo identification (Copy of front and back of Public Services Card, or original passport or National ID card from another country, or original Driving Licence). Please note: If resident outside of the State, certified copies of ID are accepted. A copy can be certified by a police officer, a solicitor, the witness who signs your Identity Verification Form, or by the issuing authority.	
Proof of name (for example, original utility bills, bank statements, government correspondence)	
Proof of address (for example, original utility bills, bank statements, government correspondence)	
Citizenship documents from your category below (1-6)	

CITIZENSHIP CATEGORY (TICK FOR ONLY ONE CATEGORY)

(1) Born on the island of Ireland	
Only documents listed above	
(2) Born abroad to an Irish-born parent	
Irish-born parent's original civil birth certificate; AND	
Parents' civil marriage certificate (where applicable)	
(3) Citizen through Foreign Birth Registration	
Foreign Birth Registration Certificate; AND	
Original passport from country of birth (if you have one)	
(4) Citizenship through naturalisation	
Naturalisation Certificate; AND	
Original passport from country of birth (if you have one)	
(5) Born outside the island of Ireland and adopted in compliance with Irish law	
If adopted before 1 November 2010, an adoption certificate by the adoption authority in the country where the adoption was effected - OR , if adopted on or after 1 November 2010, an Intercountry Adoption Certificate issued by the Adoption Authority of Ireland; AND	
Photocopy of parent's Irish passport – must be issued before the date of adoption	
(6) Citizen through Post Nuptial Citizenship	
Post Nuptial Certificate of Citizenship; AND	
Civil Marriage Certificate; AND	
Original passport from country of birth (if you have one)	

IMPORTANT NOTE: We will only start to process your application after we have received the documents listed above AND on your cover page.



IDENTITY VERIFICATION FORM

IMPORTANT NOTES FOR WITNESSES

- The applicant must sign in your presence, be personally known to you and **not** be related to you.
- You may be contacted to verify the validity of your signature.
- Knowingly or recklessly providing false or misleading information in relation to a passport application is an offence.



DETAILS OF APPLICANT

SURNAME: Sharp
FORENAME: Colleen Michelle
DOB: 22/07/1970
GENDER: Female
ADDRESS: 63 Dayman Street
Urangan
4622 Australia



The box below must be signed in the presence of the witness.

X

SIGNATURE OF APPLICANT

DATE SIGNED

DETAILS OF WITNESS (PLEASE USE BLOCK CAPITALS)

FULL NAME:

PROFESSION:

WORK ADDRESS:

WORK TEL. No:

I, the witness, declare that the applicant is known to me, is not related to me and has signed this form in my presence.

X

SIGNATURE OF WITNESS

DATE SIGNED

INFORMATION FOR APPLICANT

Please use the check list below to avoid delays to your applications:

- ☐ The witness was chosen from the approved list at the bottom left of the form.
- ☐ The witness is not related to me and is not retired.
- ☐ The date of signing (not date of birth) has been noted beside each signature.
- ☐ I am supplying the original Identity Verification Form and not a photocopy.
- ☐ The form is not more than 6 months old.

Please note: Your application will not be processed until we speak with your witness by telephone. Delays will be experienced if your witness is on annual leave or cannot take a phone call.

APPROVED WITNESSES (MUST BE PRACTICING):

School Principal/Vice Principal, Teacher/Lecturer, School Secretary, Pre-School Manager/Montessori Teacher, Medical Doctor, Dentist, Vet, Nurse, Physiotherapist, Speech Therapist, Pharmacist, Manager/Assistant Manager of Bank/Credit Union, Member of An Garda Síochána/Police Officer, Elected Public Representative, Commissioner for Oaths/Notary Public, Peace Commissioner, Engineer, Lawyer, Accountant, Member of the Clergy.

