

### **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.

\_\_\_\_\_

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.

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

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). <b>Please note:</b> 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)

) 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 - <b>OR</b> , if adopted on or after 1 November 2010, a Intercountry Adoption Certificate issued by the Adoption Authority of Ireland; <b>AND</b>	
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)	



## **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.

SIGNATURE O

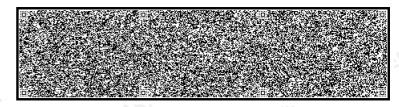
DATE SIGNED

- SM	SIGNATURE OF AFFEIGAN	DATE GIGNED	ARY
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not related to me and ha	as signed this form in my presence.	SIGNATURE OF WITNI	ESS DATE SIGNED
-01-		SIGNATURE OF WITH	BAIL GIGITED

INFORMATION FO	OR APPLICANT
Please use the check list below to avoid delays to your applic	cations:
The witness was chosen from the approved list at the bot	tom 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 bes	side 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 specified belays will be experienced if your witness is on annual leave or continuous processes.	

#### 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 Siochána/Police Officer, Elected Public Representative, Commissioner for Oaths/Notary Public, Peace Commissioner, Engineer, Lawyer, Accountant, Member of the Clergy.



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