

**Please see below for the most recent guidance about how to get a PPS card during the Covid 19 Restrictions**

**From:** DEASP [mailto:no-reply@mywelfare.ie]

**Sent:** Friday 20 March 2020 18:02

**Subject:** Postponement of Appointments

Dear Sir/Madam

This email is being sent to you because you made an appointment to attend an office of this Department for SAFE registration.

In line with the latest HSE and WHO advice around social distancing and in order to fight the spread of the COVID-19 virus, the Department has taken the decision to temporarily postpone all SAFE registration appointments with immediate effect to reduce footfall to offices in the best interest of customers and staff.

If you had made your appointment to obtain a **Personal Public Services Number (PPSN)** you can now apply for a PPSN by email by taking the following steps.

1. Download and complete a REG1 form. This form is available at the following link <https://psc.gov.ie/application-form-for-a-personal-public-service-number/> **(This form is attached)**
2. Scan or take a photograph of the following documents;

***(You will need a copy of your***

- ***TRC Card from IPO***
- ***Your IPF1 Form from the IPO***
- ***A proof of address from***

3. Email these scanned images to [PPSN@welfare.ie](mailto:PPSN@welfare.ie)

Alternatively, you can send the completed REG1 form and scanned copies/photographs of your Identity Document and Proof of address to **PPSN Allocation, CIS Registration, DEASP, Shannon Lodge, Carrick on Shannon, Co Leitrim, N41 KD81.**

You should ensure that all the documents you sending are filled out clearly.

Your PPSN will be posted out to you.

For more information on the Department's response to the COVID-19 pandemic, please visit [our website at www.gov.ie/welfare](http://www.gov.ie/welfare) or follow us on Twitter [https://twitter.com/welfare\\_ie](https://twitter.com/welfare_ie).

# Application form for

# Personal Public Service Number



Social Welfare Services

REG 1

Data Classification R



## Part 1

## Your own details

1. Title: (insert an 'X' or specify)

Mr. ☐ Mrs. ☐ Ms. ☐ Other

2. Surname:

3. First name(s):

4. Birth first name(s):

5. Birth surname:

6. Your mother's birth surname:

7. Your date of birth:

D D M M Y Y Y Y

8. Your gender:

☐ Male ☐ Female

## Contact Details

9. Your address:

County

Postcode

10. Your telephone number:

MOBILE

LANDLINE

11. Your email address:

## Declaration

I declare that all the information I have given on this form is accurate.

Signature (not block letters)

Date:

D D

M M

Y Y Y Y

Signature of witness (not block letters)

Date:

D D

M M

Y Y Y Y

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



## Part 1 continued

## Your own details

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, in a civil partnership or cohabiting, from what date?

D	D	M	M	Y	Y	Y	Y

14. Please state your spouse's, civil partner's or cohabitant's details:

Surname:

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First name(s):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PPS No.:

--	--	--	--	--	--	--	--

15. Please state the reason why you require a PPS Number?

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16. Your nationality?

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17. Country you were born in?

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18. If born in the Republic of Ireland, what county were you born in?

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19. Name of the most recent country (before the Republic of Ireland) in which you were employed, educated, registered or from which you were receiving a pension, benefit payment or allowance?

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20. Your social security, personal or registration number in that country?

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21. If you lived or worked in the Republic of Ireland up to 1979, what was your Irish National Insurance Number?

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22. If you previously lived in Ireland, please state your address at that time:

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County

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Postcode

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### Data Protection Statement

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at [www.welfare.ie/dataprotection](http://www.welfare.ie/dataprotection) or in hard copy.

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