



# Employment Permit Application RENEWAL

Employers and Employees who wish to apply for the renewal of an existing employment permit should use this form.

This form should NOT be used where an Employer or Employee wishes to apply for

- a change in the type of Employment Permit held by the foreign national, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit;

in these cases a New Employment Permit Application Form should be used.

Before completing this form, please read, and follow, the relevant Guidance Notes which are available on our website: [www.entemp.ie](http://www.entemp.ie). Complete ALL parts of this form as required in BLOCK CAPITALS. The employer, the employee and the agent (if applicable), must sign the declaration at the end of the form.

**INCOMPLETE FORMS WILL BE RETURNED.**

Recent Passport  
Photograph  
X2

Please print  
employee's name on  
back of photographs  
and staple here.

## What type of Employment Permit is required?

Work Permit

Spousal/Dependant

## Who is applying for the permit (i.e. who is the applicant)?

(Note: This section MUST be completed for all applications)

Employer

Employee

## Part One

## Employer Details

1. Employer Registered Number:

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Obtained from the Revenue Commissioners

2. Company Registered Number  
(if applicable):

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Obtained from the Companies Registration Office

3. If the Employer is a Charity,  
please supply the Charity Number:

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Obtained from the Revenue Commissioners

4. Registered name of business:

BLOCK CAPITALS
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5. Trading name of business (if different):

BLOCK CAPITALS
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6. Business Address:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

7. Telephone Number:

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8. Fax Number:

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9. Mobile Phone Number:

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10. E-mail:

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11. Website:

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You must now attach the documents outlined in Part Six under "Employer Requirements."

## Part Two

## Employee Details

1. Passport Number:

2. Expiry Date:

D	D	M	M	Y	Y
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3. First Name:

4. Middle Name(s):

5. Last Name:

6. Date of Birth:

D	D	M	M	Y	Y
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7. Male:

8. Female:

Enter these details exactly as they appear on the employee's passport.

9. Current Address:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

10. Please provide the Employee's PPS Number:

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You must now attach the documents outlined in Part Six under "Employee Requirements."

## Part Three

## Job Details

1. Title of Job:

2. Place at which the employment concerned is carried out:

3. Proposed Period of Employment Permit\* (6 months to 3 years):

(For information on Employment Permit Fees, please refer to the Schedule of Fees in Part 6)

\* If this is an application for an unlimited permit, please write "Unlimited" in this box. Please note that all Employment Permit renewal applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit

4. Gross Annual Salary:

(Gross remuneration should not include overtime or premium payments)

5. Gross Weekly Wage:

6. Hourly Rate of Pay:

7. Deductions from Gross Weekly Wage (other than statutory):

Please specify:

8. Benefits in kind:

Please specify:

9. Number of hours of work per week:

10. What are the main functions of this job:

BLOCK CAPITALS
BLOCK CAPITALS

11. Reasons for employing a non-EEA national:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

12. Details of plans to train an Irish/EEA national to fill this position in the future:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

You must now attach the documents outlined in Part Six under "Job Details."

## Part Four

## Payment Details

If no payment is due, please proceed to Part Five

### Contact Details of Payer

1. Please indicate who made the payment:

Employer:

Employee:

Other:

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

BLOCK CAPITALS

4. Address

BLOCK CAPITALS

BLOCK CAPITALS

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

### Payment Details

9. Method of Payment:

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed:

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Payment must be in the form of a Euro denominated cheque, bank draft or postal order drawn on a financial institution operating within the Irish Clearing System. Cheques should be made payable to the Department of Enterprise, Trade and Employment.

### Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees all payments will be made payable to the Applicant specified on Page 1.

Payer's Signature:

(Original signature required)

Date:

Employee's Declaration

I, the undersigned, agree to undertake employment on the above basis and I understand that, while in employment in Ireland, I will be entitled to the full benefit of all the relevant Irish Employment Rights Legislation

I hereby solemnly declare that the details given in this application are true to the best of my knowledge and belief.

Employee's Signature: (Original signature required) [Signature Box]

Name (in BLOCK CAPITALS): [BLOCK CAPITALS]

Date: [D][D][M][M][Y][Y]

Your employment permit will normally be posted to you at your employer's address. Tick this box if you want your permit to be posted to you at your current address as in Part 2 of this Form.

[Tick Box]

If you want the permit to be issued to a third party (e.g. Agency) you must submit a signed letter of authorisation.

Employer's Declaration

I, hereby solemnly declare that the particulars given in this application are true to the best of my knowledge and belief. I further declare that the full benefit of all the relevant Irish Employment Rights Legislation as mentioned above will be applied to this Employee.

I understand and accept that, in accordance with Section 23 of the Employment Permits Act 2006, I may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
• the recruitment of the holder for the employment in respect of which the application was made; or
• any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Employer's Signature: (Original signature required) [Signature Box]

Name (in BLOCK CAPITALS): [BLOCK CAPITALS]

Position Held: [BLOCK CAPITALS]

Date: [D][D][M][M][Y][Y]

Agent's Declaration

Please tick as appropriate:

1. Sources Employees and completes administrative work on behalf of an Employer/Employee [Tick Box]

2. Only completes the administrative work on behalf of an Employer/Employee [Tick Box]

I understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Agent's Signature: [Signature Box]

Name (in BLOCK CAPITALS): [BLOCK CAPITALS]

Date: [D][D][M][M][Y][Y]

Address (for correspondence):

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

Employment Agency Licence No.  
(if applicable):

## Part Six Requirements for Supporting Documentation

### Employer Requirements

#### Additional documentation

The Employment Permits Section may request additional documentation from existing or new customers as the need arises.

### Employee Requirements

For all Employees we require a clear, legible colour copy of the personal details pages of the employee's passport, including the signature page.

#### For all Employees resident in the State

- Clear, legible **colour** copy of recent visas
- Clear, legible **colour** copy of recent residency stamps issued to the Employee
- Clear, legible **colour** copy of the Employee's GNIB Registration Card

#### Important Note concerning the passport expiry date

In the case of a renewal application, the Employee must hold a passport which is in date and valid for at least 12 months. In the case of an application for an unlimited permit, the Employee must hold a passport which is in date and valid for at least 12 months. Employment Permits cannot be considered for Employees who do not fulfil these requirements.

### Job Details

Please attach a copy of the P60 for this employee for each year of employment covered by the employee's existing Employment Permit and copies of three recent payslips dated within the last 3 months.

### Spousal/Dependant Application Requirements

Please enclose:

- A **colour** copy of the relevant passport pages of the existing employment permit holder. This should clearly show:
  - the most recent immigration stamp,
  - the employment permit (in the case of working visa/work authorisation holders)
  - the most recent visa (where appropriate).
- A **colour** copy of the registration card, issued by the Garda National Immigration Bureau, of the existing employment permit holder
- A letter, dated in the last 3 months, from the employer of the existing employment permit holder, confirming how long they are in employment with them, their job title and salary.
- Work permits in respect of dependants under the age of 18 will only be considered on the understanding that the employer in question will abide by the terms and conditions of the Protection of Young Persons (Employment) Act, 1996 and a letter to that effect should be enclosed with all dependant applications.

## Schedule of Fees

An application for an employment permit shall be accompanied by the fee prescribed in the following table –

Employment Permit Category	Renewal FEE
Work Permit	€1,500 – renewed for 36 months; €1,000 renewed from 6 months up to 2 years and €500 renewed for six months or less
Green Card	€1,500 – renewed indefinitely
Spousal/Dependant	No fee

No fee will apply to the following specific applications:

- Applications in respect of Spouses of EU nationals
- Work Permit applications for unlimited permits
- Charities granted tax exemption by the Revenue Commissioners.

Fees may be refunded to the applicant if the application is refused or withdrawn prior to the issuing of the permit. No fees will be refunded if the Employment Permit holder ceases employment after the permit has been issued.

### Acceptable Forms of payment

Payment must be in the form of a Euro denominated cheque, bank draft or postal order, drawn on a financial institution operating within the Irish clearing system. Please note that all foreign drafts and cheques will be returned. Cheques should be made payable to: *Department of Enterprise, Trade & Employment*.

### Disclaimer

The above fees were prescribed in January 2007. Applicants are advised to refer to our website [www.entemp.ie](http://www.entemp.ie) for up-to-date information on Employment Permit fees.

## Conditions of Issue of an Employment Permit

- Issue of an Employment Permit in respect of a foreign national does not in itself authorise such a person to enter or reside within the State. Admission to the State and authorised duration of stay is subject to the control of the Immigration Authorities.
- This permit is issued on the provision that the named foreign national is paid the national minimum hourly rate of pay, or higher, by his or her employer.
- The only reckonable deductions and benefits for the purpose of an Employment Permit application are for Board and Lodgings. The amounts that may be deducted from a proposed Employee's wages or considered a benefit in kind is defined by the Joint Labour Committee. Details of all JLC Guidelines can be found on: [www.labourcourt.ie](http://www.labourcourt.ie). Alternatively, you may call: 01 613 6666.
- Application for an Employment Permit, including a renewal, should be made at least 12 weeks before the foreign national is required to take up employment or a current permit expires.
- Any application that contains omissions or is incorrectly completed will be returned to the applicant for completion.
- A fee, as determined by the Minister for Enterprise, Trade and Employment is payable by the applicant for each Employment Permit granted.
- If the place of employment of an Employment Permit holder changes, but there is no change of employer, the new place of employment should be notified immediately to the Employment Permits Section.

**Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006 and Orders made under these Acts is an offence punishable by Law.**

## Declaration

### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer and the Employee are advised that in signing this application form they consent to allow the Employment Permits Section to share and request data as necessary, for the sole purpose of verifying the information submitted, between relevant government Departments and Agencies.

The signatories to this application may find further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner's website at [www.dataprivacy.ie](http://www.dataprivacy.ie). Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231

**Please note:** With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website ([www.entemp.ie](http://www.entemp.ie))

## Application Form Checklist

Please ensure that the application form is completed correctly. The following checklist should be used to ensure that all required information/documentation is provided. Incomplete application forms will be returned.

Attach 2 passport sized photographs, **taken within the last six months**, with employee's name printed on the back

Indicate the following:

- Type of Employment Permit required
- The applicant (person applying i.e. employer/employee)

### Part One: Complete all questions

### Part Two: Complete all questions

Please supply **colour** copies of the following:

- Passport pages showing photograph, personal details and expiry date
- Immigration stamps
- GNIB Registration Card
- Visa (if applicable)

#### Spousal/Dependant only:

The above information is **also** required for the **Existing Permit Holder**.

### Part Three: Complete all questions

Please supply copies of the following:

- P60 for this employee for each year of employment covered by the employee's existing Employment Permit
- Three recent payslips dated within the last 3 months

### Part Four: Complete all questions

- Include the appropriate fee if required (see schedule of fees for further information)
- The processing fee **must be paid by the applicant** (the employer or employee as indicated on Page 1)
- Sign Payer declaration - original signature required

### Part Five: Sign and date the appropriate declarations - original signatures required

#### Spousal/Dependant Applications only – additional information required

- Dated letter from the Existing Permit Holder's employer confirming employment details
- Letter from employer confirming compliance with the Protection of Young Persons (Employment) Act, 1996 (if applicable)

## EMPLOYMENT PERMITS SECTION

## Contact Details

<b>Website:</b>	www.entemp.ie
<b>E-mail:</b>	employmentpermits@entemp.ie
<b>Call Centre:</b>	353-1- 417 5333
	LoCall: 1890 201 616 (from within Ireland only)
<b>Fax:</b>	353-1-631 3268
<b>Address:</b>	Davitt House 65a Adelaide Road Dublin 2, Ireland

### Employment Permits Section Web pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Enterprise, Trade and Employment website – [www.entemp.ie](http://www.entemp.ie)