



Information for Passport Applicants

CONSULAR HOURS: 9:00AM – 12:00PM MONDAY TO THURSDAY, BY APPOINTMENT ONLY

Appointments Email: pretoriaappointments@dfa.ie

Enquiries Email: passports.pretoria@dfa.ie We undertake to respond to your enquiry as quickly as possible.

***We recommend that the best way to make contact with the Embassy is by e-mail as the capacity to deal with high volumes of phone calls is limited.**

All first time Passport Applications must be submitted on an Original Passport Application form (APS2E). You can request an application form by forwarding your postal address by email to passports.pretoria@dfa.ie.

All renewal Passport Applications must be made online <https://passportonline.dfa.ie/Apply/Passport> - renewal applications **can no longer** be accepted in paper format. Where passports have expired for five years or more they are considered as first time applications.

Where and When to Submit Passport Applications:

The Embassy is closed to the Public until further notice only courier delivery and collections at time indicated below

Pretoria: Opening Hours: Mon- Thurs 09:00-12:00 except Public Holidays. An application can be hand delivered by the applicant by appointment only. There will be no consultation with an officer upon delivery. You will be permitted to drop off the envelope in the drop box and leave the Embassy's premises without consultation.

- **Via Courier:** 2nd Floor Parkdev Building, Brooklyn Bridge Office Park, 570 Fehrsen Street Brooklyn, Pretoria 0181.
- **Via Post:** Address your application to Consular Section, Embassy of Ireland PO Box 4174, Pretoria 0001.

Comprehensive guidance on completing the application form and on photographic requirements are provided with the application forms. This information is also available online at www.dfa.ie/passport or on the Embassy website www.dfa.ie/South-Africa

If having read this information you still have queries you can contact the Embassy by e-mail passports.pretoria@dfa.ie

IMPORTANT NOTE: Minors under the age of 18 are not required to submit any additional form of photo identification (e.g. copy of driver's license, ID card) or documentary evidence to show use of name (e.g. pay slip, bank statement)

***In The event that you are submitting original certificates, please enclose the original and a plain photocopy of same.**

COMPLETING THE APS2E FORM

Kindly note that all sections of the passport application form must be completed, **especially section 4 (residential address)**. Please note that your issued passport will not be posted. When we receive your passport from Ireland, we will notify you to organise collection.

Supporting Documents required for a First Time Passport: Citizens Born in Ireland

- APS2E Original Application Form
- Original Long Form Birth certificate showing the names of both parents
- * If married in Ireland, your original full/long form civil marriage certificate
- * If married in South Africa, your original unabridged computerized marriage certificate. A vault copy will also be accepted.
- Additional form of Identification (e.g. Certified copy of ID document or drivers licence)
- Documentary evidence to show use of name (e.g. account, payslip or bank statement)
- Evidence of residency at the application address (e.g. Utility Bill)

PLEASE NOTE THAT YOU CANNOT SUBMIT ONE DOCUMENT AS DOCUMENTARY EVIDENCE TO PROVE USE OF NAME AND ADDRESS

Supporting Documents required for First Time Passport: Citizens Born Outside of Ireland

*If one or both of your parents were born in Ireland you will require:

- Parent's original long Form Irish birth certificate
- Parent's original unabridged computerised version or vault copy of marriage certificate. If married in Ireland, original full/long form civil marriage certificate
- Original unabridged computerised version of your birth certificate, a vault copy will also be accepted.
- If your name has changed, an original unabridged computerised version of your marriage certificate, a vault copy will also be accepted.
- Additional Form of identification (e.g. Certified copy of ID document or drivers licence)
- Documentary evidence to show use of name (e.g. account, payslip or bank statement)
- Evidence of residency at the application address (e.g. Utility Bill)

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Supporting Documents required for First Time Passport: Citizens Born Outside of Ireland

*If you claimed Irish Citizenship through an Irish-born grandparent we require:

- Your original Foreign Birth Registration (FBR) certificate.
- Original unabridged Computerised birth Certificate or the vault copy version of the birth certificate.

*If you claimed through Naturalisation or adoption under Irish law

- Your original Naturalisation certificate; your original Irish and foreign adoption certificate
- Original unabridged Computerised birth Certificate or the vault copy version of the birth certificate.

*If you claimed through Post Nuptial Citizenship

- Your original Post Nuptial Citizenship certificate

- Original unabridged Computerised birth Certificate or the vault copy version of the birth certificate.
- If your name has changed, an unabridged computerised version of your marriage certificate, a vault copy will also be accepted.
- Additional Form of identification (e.g. Copy of ID document or drivers licence)
- Documentary evidence to show use of name (e.g. account, payslip or bank statement)
- Evidence of residency at the application address (e.g. Utility Bill)

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Supporting Documents Required for a Renewal of Lost or Stolen Passport: Citizens Born Inside & Outside of Ireland

- A police affidavit stating the details of the lost, stolen or damaged passport.
- Completion of Section 6 of the APS2E form. Please note that it must be witnessed and stamped by the same witness who signs Section 9 of the form. Both Sections need to be witnessed on the same date.
- Original unabridged Computerised birth Certificate or the vault copy version of the birth certificate.
- Your original Foreign Birth Registration (FBR) certificate (If you obtained Irish Citizenship through Foreign Birth Registration)
- If your name has changed, an original unabridged computerised version of your marriage certificate, a vault copy will also be accepted.
- Additional Form of identification (e.g. Copy of ID document or drivers licence)
- Documentary evidence to show use of name (e.g. account, payslip or bank statement)
- Evidence of residency at the application address (e.g. Utility Bill)

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Other Important Information:

Witnessing of Applications: It is recommended that police officers are not utilised as witnesses due the difficulty in making contact to confirm. We advised that you use another of the listed witnesses who can be contacted during normal business hours.

- A passport Application is valid for a maximum of six months from the date the witness completes Section 9 of the form.
- If your passport has expired more than five years you are required to produce all original certificates as listed for a first time passport.
- A “Bank/Post Office Teller” is not regarded as a valid Commissioner of Oaths

Additional requirements:

With a view to preventing identity theft and the circulation of false passports, the Passport Office has introduced additional safeguards into the passport application procedure for adult, first time applicants and for those seeking to replace a lost, stolen or badly damaged passport. Applicants in these categories are now required to submit with their applications the following additional evidence in support of their application.

Additional form of photo identification (e.g. copy of driver’s licence, ID card) * Documentary evidence to show use of name (e.g. payslips, bank statement) *Evidence of residency at the application address (e.g. utility bill).

Please note that it is not possible to expedite applications in these categories. *In addition, applicants may be asked to provide further information or to attend for interview.

Translating your documents

Please submit certified translations of any of the documents (plus a photocopy of each document) listed above if the originals are in a language other than English or Irish/Gaelic.

Remember...

If you haven't included all the requested documents, your application may be returned to you.

Consular Fees: * Subject to Change

Standard 10 year Passport	R1425
Large 10 Year Passport (66 page)	R1875
Minor 5 Year Passport (Age 0-18)	R675

PAYMENT METHOD: STRICTLY BY ELECTRONIC FUND TRANSFER (EFT) ONLY

If you are resident in South Africa:

You can pay consular fees by Electronic Fund Transfer (EFT). The Embassy's Bank Account details are as follows:

Name of Account: EMBASSY OF IRELAND

Bank Name: First National Bank

Account Number: 551 500 47692

Account Type: Cheque

Sort Code: 251-345

Swift Code: FIRNZAJJ

Reference: *Please insert your Name/Initial and Surname.*

Physical Address of Bank: FNB Brooklyn, Shop 357, Brooklyn Mall, Cnr Veale and Fehrsen Street, Brooklyn, Pretoria

Please note: When you make payment by EFT you must provide proof of payment when submitting your application. Applications will only be processed once the fee reflects in the Embassy Bank Account, this may take up to three working days.

If you are resident in Zimbabwe:

The application, supporting documents and payment should be submitted in the first instance to the Honorary Consul of Ireland in Harare. The Honorary Consul will forward the application to the Embassy for processing. Details of current charges are available from the Honorary Consulate.

Address: Lamont House, 2 Robert Mugabe Road, PO Box 10424, Harare. Telephone: +263 4 771 949; Email:

reception@irishconsulate.co.zw

If you are resident in Lesotho or Mauritius:

The Embassy will only accept Swift bank transfers directly into our bank account.

When making payment, please select the option to pay all related charges. The Embassy cannot process applications until all charges have been paid by the applicant. Proof of payment must accompany the application.

Embassy of Ireland

Pretoria

Embassy of Ireland, 2nd Floor, Parkdev Building, Brooklyn Bridge Office Park, 570 Fehrsen Street, Brooklyn, 0181, Pretoria, South Africa www.dfa.ie/South-Africa