

Passport Applications for Children

whose parents are not married to each other

Useful Address

The Passport Office
Department of Foreign Affairs
Molesworth Street
Dublin 2

Telephone numbers:
Dublin: 01 - 671 1633 LoCall 1890 426 888
Cork: 021 - 494 4700 LoCall 1890 426 900
Recorder Information Line:
LoCall 1890 426 800 01-679 7600

www.passport.ie

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The National Federation of Services for
Unmarried Parents and their Children

If you would like to talk to an Information Officer
LoCall: 1890 252 084

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LoCall: **1890 252 084**





Passport Applications for Children

whose parents are not married to each other

All children travelling abroad need their own passport.

Who is required to sign the Passport Application Form (Form APS1) for children whose parents are not married to each other?

All guardians need to sign the Passport Application Form. This form is available from garda stations, most post offices and many CICs and libraries.

Who is a guardian?

Unmarried mothers are automatically guardians of their children. Unmarried fathers are **not automatically** guardians of their children. Having his name on his child's birth cert does not give the father any guardianship rights.

An unmarried father can get guardianship rights by:

- 1 Signing the Statutory Declaration for joint guardianship (S.I. No 5 of 1998) with the mother in the presence of a peace commissioner, commissioner for oaths or notary public.
- 2 Applying to the local district court to become a joint guardian of his child, whether or not his name is on the birth certificate.

See Treoir's leaflet on **Guardianship** at www.treoir.ie or order from LoCall 1890 252 084.

Who signs the Passport Application Form where the mother is a sole guardian?

Only the mother needs to sign the Passport Application Form if she is the sole guardian. **This applies even where the father's name is on the birth certificate.** The consent of the father is **not** required for passport purposes unless he is a guardian or has made an application to court for guardianship and the case has not yet been heard.

The Sole Guardian Affidavit Form can be obtained from the **Passport Office** or downloaded from www.passport.ie under "Application Forms".

Alternatively instead of the mother having to swear the above affidavit, if the father's name is on the birth cert both parents can sign the Passport Application Form even though the father is not a joint guardian of the child.



Who signs the Passport Application Form where the father is a joint guardian of the child?

Both parents must sign the Passport Application Form. Where a father has applied to the court to become a joint guardian and the case has not yet been heard, his consent may be required.

If a joint guardian refuses to sign the Passport Application Form then the parent/guardian applying for the passport may apply to the local district court to have the other guardian's consent dispensed with.

What documents are needed to get a passport?

- The Application Form (correctly witnessed by a Garda)
- 4 passport photos (two signed by a Garda)
- The child's birth cert and previous passport if s/he has one
- Sole Guardian Affidavit Form if appropriate
- Proof of citizenship
 - **Where neither parent is an Irish citizen or entitled to be an Irish citizen**
the long form birth certificate or passport of one parent will be required.
 - **Where neither parent is an Irish citizen** there are differing requirements depending on the nationality and /or residence of the parent(s).
- Application Fee.

Contact the **Passport Office** for further details or visit its website www.passport.ie details overleaf.

How long do passports last?

Infants (up to age 3) are issued with a 3 year passport - €16

Children aged 3 - 17 are issued with a 5 year passport - €26.50

These are the fees if you apply through Passport Express, which is available at Post Offices. Higher fees apply when you apply through the Passport Office or by ordinary registered post.

Apply for a passport early!

Note:

It can be useful for a parent to carry a letter from the child's other parent/guardian giving his/her consent to the child travelling abroad so there is no misunderstanding. This letter could be signed and witnessed by a commissioner for oaths or peace commissioner. This may be particularly relevant when you and your child have different surnames.