

What documents are needed to get a passport?

- The Application Form (APS1E), correctly witnessed by a Garda
- Four passport photos (two signed by a Garda)
- The child's long form birth certificate and previous passport if s/he has one
- Sole Guardian Affidavit Form (AFFI) if appropriate
- Application Fee.

Proof of citizenship may be required, and

- where either parent is an Irish citizen or entitled to be an Irish citizen the long form birth certificate or passport of that 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). For information on citizenship see www.dfa.ie.

Passport Application forms

(APS1E) can be obtained at any Garda Station, Post Office, Library and from the Passport Office in Dublin or Cork.

Contact the Passport Office for further details:

- 24 Hour Recorded Information Line: 01 679 7600
- Passport Office Dublin: 01 671 1633
- Passport Office Cork: 021 494 4700
- www.dfa.ie

If you would like to talk through your individual situation, call our confidential helpline on:
01 670 0120

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Passports

All children traveling abroad need their own passport



Who is required to sign Passport Application Forms for children whose parents are not married to each other?

Only the mother is required to sign the Passport Application Form if she is the sole guardian. **This applies even if the father's name is on the child's birth certificate.** The mother will have to sign the Sole Guardian Affidavit Form. To download **Sole Guardian Affidavit Form (AFF1)** see link on the 'passport' section of Treoir's website; www.treoir.ie.

Alternatively, instead of the mother having to swear the above affidavit, if the father's name is on the child's birth certificate, both parents can sign the passport application even though the father is not a joint guardian of the child. Where a child has two guardians the signature of each guardian is required on the Passport Application Form before a passport is issued. If a child has more than two guardians the signatures of no more than two guardians are required on the Application Form before a passport will be issued. Where a guardian refuses to sign the Application Form the parent/guardian seeking the passport may apply to the local District Court to request that the other guardian's consent be dispensed with. Passport forms (**APS 1E**) are available from the passport office, Garda stations, most post offices, Citizens Information Centers and libraries.

Who is a guardian?

If the parents are not married to each other:

- the mother is automatically a guardian of her child
- a father who is, or has been, living with the mother continuously for twelve months, and at least three of these months are after the birth of the child, will automatically be the guardian of his child. The three months period does not have to take place directly after the child is born. It can be fulfilled any time before the child turns eighteen provided that it is part of the twelve consecutive months during which the parents have lived together. The cohabitation period can only be calculated from the commencement date of the Children and Family Relationships Act 2015. This means that guardianship will only be acquired automatically where the parents live together for at least twelve months after the 18th of January 2016, with at least three months being with the child
- an unmarried father who has signed 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
- an unmarried father who has got guardianship rights through the courts
- any other person who has obtained guardianship rights by way of a court order, e.g. a step-parent, grandparent. This person may/may not have a right to sign for a passport
- a person who is appointed as a testamentary guardian.

See '**Guardianship**' section at www.treoir.ie

Travelling abroad with a child

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 that there is no misunderstanding. The letter could be signed and witnessed by a peace commissioner or a commissioner for oaths. This may be particularly relevant when you and your child have a different surname. It may also be a good idea to bring a copy of your child's birth certificate. You could also check with the embassy of the country to which you intend travelling to find out if that country has any special requirements when travelling with a child.

Issuing a passport to a child living outside the Republic of Ireland

A guardian of a child may make an application for a passport to be issued for a child living outside of the Republic of Ireland (where that child is entitled to an Irish Passport). If a child has two guardians the consent of each guardian is required before a passport will be issued. If a child has more than two guardians, the signatures of no more than two guardians are required before a passport will be issued.

A passport may be issued without the consent of any other parent/guardian/s if:

- directed by the court of the State* where the child lives, or
- the matter of consent has been dealt with in accordance with the laws of the State where the child lives

* State refers to any State that has signed up to the Protection of Children (Hague Convention) 2000. See link to Convention in the 'Passport' section at www.treoir.ie

Who holds the passport?

A court may put in place conditions in relation to where the child's passport is held. The passport may be held by the court or by a named person and released under certain conditions if the court considers it to be in the best interests of the child.

How long does a passport last and what are the fees?

- Children under 18 years are issued with a standard 5-year passport
- The fees when applying for an Irish passport using An Post's Passport Express or through an embassy or consulate are:
 - € 30 for a 5 year passport (aged under 18 years)
- These fees do not include the charge payable to An Post for using the Passport Express service
- When applying in person at a Passport Office the fees are: €45 for a 5 year passport (aged under 18 years)
- It is now possible to renew a child's passport on-line: costing €20