



Oifig na bPasanna  
Passport Office

Dear Guardian,

Please find attached a Sole Guardian Affidavit for completion.

This Affidavit must be completed in the presence of a person authorised by law to administer oaths, e.g. a Solicitor or Commissioner for Oaths. Once complete, the affidavit must accompany your child's passport application. Please also include child's original birth certification or adoption certificate (as appropriate), signed and notarised as set out in the affidavit below.

Comprehensive guides to the full documentary requirements for various types of application can be found on the Passport Service website [www.dfa.ie/passport](http://www.dfa.ie/passport)

*Section 20 (1) of the Passports Act 2008 provides that a person who, whether in the State or elsewhere, in connection with an application for the issue of a passport (whether or not to himself or herself or another person), provides information or documents that are, and that he or she knows or believes to be or is reckless as to whether they are, false or misleading in a material respect, is guilty of an offence.*

**Please ensure that the back of your child's birth certificate is signed and notarised as set out in the affidavit.**

Any person completing the Affidavit form who is unsure about any aspect of its contents, is advised to seek legal advice prior to completing it.

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Passport Service

**AFFIDAVIT TO BE SWORN BY THE SOLE GUARDIAN OF THE CHILD**

**(Please complete this affidavit using black ink)**

I (full name) \_\_\_\_\_

of (full address) \_\_\_\_\_  
\_\_\_\_\_

aged \_\_\_\_\_ years and upwards, make oath and say as follows:-

1) I am the sole guardian of (full names of child)

\_\_\_\_\_ born the \_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_. I beg to refer to the birth certificate of the said child upon which, marked with the letter "X", I have signed my name prior to the swearing hereof.

2) I say that I am the sole guardian of the said child and that:

a) there is no other guardian of the said child pursuant to the Guardianship of Infants Act 1964;

b) there is no court order giving any other person guardianship over the said child, or rights and responsibilities equivalent to guardianship over the said child, or parental responsibility in relation to the said child;

c) I have not entered into any arrangement or agreement which has the effect of making, or purports to make any other person a guardian of the said child jointly with me, or otherwise relating to any other person having rights and responsibilities equivalent to guardianship over the said child, or having parental responsibility in relation to the said child;

d) no other person is a guardian, or has rights and responsibilities equivalent to guardianship over the said child, or has parental responsibility in relation to the said child by operation of law;

e) no other circumstances exist whereby there is a guardian, or whereby another person has rights and responsibilities equivalent to guardianship over the said child, or has parental responsibility in relation to the said child.

3) I make this Affidavit from facts within my own knowledge save where otherwise appears.

Sworn and declared by the above named

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ before me (print full name)

\_\_\_\_\_ [who is personally known to me],

**or**

[who is identified to me by \_\_\_\_\_ who is personally known to me]

**or**

[whose identity has been established to me before the taking of this Affidavit by the production to me of passport no. [passport number] issued on [date of issue] by the authorities of [issuing state], which is an authority recognised by the Irish Government]

**or**

national identity card no. [identity card number] issued on [date of issue] by the authorities of [issuing state] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

**or**

[Aliens Passport no. (document equivalent to a passport) [passport number] issued on [date of issue] by the authorities of [issuing state] which is an authority recognised by the Irish Government]

**or**

refugee travel document no. [document number] issued on [date of issue] by the Minister for Justice and Equality]

**or**

travel document (other than refugee travel document) [document no.] issued on [date of issue] by the Minister for Justice and Equality

Signature of Deponent

\_\_\_\_\_  
Signature of Person Administering Oath/Declaration  
and Telephone Number \_\_\_\_\_

OFFICIAL  
SEAL OR  
STAMP

**This document must be sworn or declared before a person authorised by law to administer oaths.**