

PASSPORT APPLICATION

PASSPORT SERVICE	Passport Card	TRAVELER NATIONALITY	Ireland
------------------	---------------	----------------------	---------

The following application kit will guide you easily and efficiently through the steps to get your passport. Send your materials to us after you have reviewed the requirements, gathered the right documents and completed the necessary forms. We will inspect your materials and work with you to correct any issues. We will submit your materials to the consulate and send your passport back to you after it is issued. Its fast, easy and secure.

WE ARE HERE TO HELP YOU EVERY STEP OF THE WAY.

We can complete your forms for you with our Concierge Service, or, inspect all your documents before you submit them to ensure an error-free application with our Pre-Check. Call 0844 8004650 to learn more or to speak with someone who will assist you.

- 1 Review the requirements listed below to ensure that you have the necessary documents to apply for your passport.
- 2 Gather your documents and complete the required forms, ensuring that you signed the necessary forms.
- 3 Review and send all required materials to our office.

PASSPORT APPLICATION

DOCUMENTS TO PROVIDE

Gather and prepare the following documents and send them to us. Your passport and all original materials will be returned to you with your visa.

- COPY OF PASSPORT
- PHOTOGRAPH(S)
- QUESTIONNAIRE

IMPORTANT INFORMATION

APPLICANT ELIGIBILITY

The Irish Passport Card can be used instead of a passport by Irish citizens for travel within the EU/EEA and Switzerland.

To be eligible the traveller must:

- Be over 18 years
- Hold a valid Irish passport
- Have at least thirty days validity on the Irish passport on submission

In order to facilitate this, please upload all listed documents included in this pack securely at <https://cibtvisas.co.uk/upload-forms?service=evisas> by 0900 hours on the day of expected submission.



COPY OF PASSPORT

A clear colour photocopy of the information page(s) from the applicant's passport



PHOTOGRAPH(S)

One digital passport sized colour photograph. The photograph must:

- Have a white background
- Be taken within the last six months
- Be uploaded into a file and emailed to CIBTvisas at <https://cibtvisas.co.uk/upload-forms?service=evisas>
- Not have anything obstructing the hairline including a fringe/turban/veil
- Match the guidelines of the Irish Passport Service: <https://www.dfa.ie/passports-citizenship/top-passport-questions/photo-guidelines/>

QUESTIONNAIRE

One fully completed CIBTvisas Irish Passport Card Questionnaire which can be found in the CIBTvisas Application Pack

SUBMISSION CHECKLIST

Use this checklist to ensure you have included all materials.

Submit your documents to:

Royal Mail Special Delivery	In Person or by Courier
Same Day Submission	Next Day Submission Hours: 9:00am - 5:00pm
CIBTvisas - Urgent	CIBTvisas
PO BOX 61744	PO BOX 61745
London	Moretown Building 2 - Level 5
SW1V 1US	4 Thomas More Street
	London
	E1W 1YW
Only available for select countries and additional fees may apply	

BE SURE TO INCLUDE ALL THE ITEMS BELOW:

☐ Copy of Passport

☐ Photograph(s)

☐ Questionnaire

CIBTvisas is committed to processing your order quickly, securely and as easily for you as possible.

CIBTVISAS PASSPORT ORDER FORM

Account code: online

CONTACT INFORMATION WHOM SHOULD WE CONTACT REGARDING THIS ORDER?

NAME	LATEST DATE YOU NEED YOUR PASSPORT(S) RETURNED BY
PHONE NUMBER	EMAIL ADDRESS

TRAVELLER INFORMATION

More than 3 travellers on this order? Provide name, date of birth, phone and email on another piece of paper.

NAME	DATE OF BIRTH	PASSPORT	PHONE NUMBER	EMAIL ADDRESS

PASSPORT SERVICES

Check All That Apply

☐ Irish Passport Renewal ☐ Second Irish Passport ☐ Irish Passport Card ☐ Child's Irish Passport ☐ Child's Irish Passport Renewal

SELECT A DELIVERY METHOD

Select One

☐ Secure mail by 10am ☐ Secure mail between 8am-1pm ☐ Secure mail between 12pm-5pm ☐ Secure mail between 8am-6pm

☐ Overnight Courier Fees Vary ☐ Same Day Courier Fees Vary ☐ Collect from CIBTvisas

YOUR DELIVERY ADDRESS

NAME	COMPANY NAME	PHONE NUMBER	
STREET ADDRESS	TOWN	COUNTY	POST CODE

RECOMMENDED SERVICES

☐ Feel more informed and safe about your international travels by having CIBTvisas subscribe you to the government Foreign Travel Advice Email Alerts. Check the box to to accept this £20.00 service. Please visit <https://cibtvisas.co.uk/advised-traveller> for further information.

☐ I hereby give consent and/or have obtained consent for CIBTvisas to share information provided throughout this request for services with Government Authorities, Visa Application Centres, Logistics Companies, Invitation Providers and/or Translators/Solicitors relevant for this request for services. Information shared may include sensitive information requested by Government Authorities. Your information may need to be transferred outside the EU region to Government Authorities in order to successfully process your service request. For more information about how your data is used, please refer to our Privacy Policy at <https://cibtvisas.co.uk/footer-privacy-policy>

SIGNATURE

I confirm that I have read and agree to Terms & Conditions as detailed on <https://cibtvisas.co.uk/terms-of-use>. By signing above you also acknowledge that all orders cancelled after receipt will be subject to a minimum cancellation fee of £30.00.

PROCESSING INFORMATION

PROCESSING FEES

Fees consist of both CIBTvisas's service fees and consular processing fees. The total price of your order will depend on the services you select, the number of travellers and the number of business days we have to process your order, starting with the day we submit your application. CIBTvisas fees are per application and are exclusive of Consular fees and third party fees. Fees are as follows:

Passport Card

1-3 Weeks	excl. VAT	incl. VAT
► Passport Agency Fee	£31.00	£31.00
► CIBTvisas Fee	£150.00	£180.00

Despatch and Delivery Method:

To CIBTvisas

CIBTvisas recommends that items be sent to us via Royal Mail Special Delivery or other secure and traceable delivery service. CIBTvisas is open from 9:00 am to 5:30 pm to receive completed applications.

From CIBTvisas

CIBTvisas will despatch your documents by Secure Mail unless you have selected another method. A fee of £21.00+VAT will be charged for next day delivery by 6:00 pm. Additional charges will apply for international shipping, weekend, same day, and after hours delivery. For a list of Despatch and Delivery Fees please refer to <https://cibtvisas.co.uk/service-fees.php>.

TERMS & CONDITIONS

By submitting this order I agree to the CIBTvisas Terms and Conditions. For more information follow this link: <https://cibtvisas.co.uk/terms-of-use>