

PASSPORT APPLICATION

PASSPORT SERVICE	Second Passport	TRAVELER NATIONALITY	Ireland
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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.

- PASSPORT

■ PHOTOGRAPHS

■ BUSINESS INTRODUCTION LETTER
- PROOF OF PREVIOUS VISA(S)

■ PROOF OF TRAVEL ARRANGEMENTS

■ LETTER OF AUTHORISATION
- PASSPORT APPLICATION FORM

IMPORTANT INFORMATION

APPOINTMENT SYSTEM

The Embassy operates an appointment system for the submission of passport applications. Applicants must register their appointment online via their website <https://www.passportappointments.ie/> and select a date for CIBTvisas to attend the interview and submit their documents from the available appointments.



PASSPORT

Your current / expired personal and business (if applicable) passport. The passport must be valid for at least six months



PHOTOGRAPHS

Four passport sized colour photographs. The photographs must adhere to the Passport Office guidelines. Refer to the Passport Photograph Guidelines for clear instructions.
Please note : Two of the photographs must be signed by the witness who should also enter the passport form number.



BUSINESS INTRODUCTION LETTER

An original letter of introduction from the applicant's employer detailing the need for a Second Passport Renewal. This letter must:

- Be on company letterhead paper
- Include the applicants position
- Indicate the length of service with the company
- Include the company VAT number
- Request the renewal of a second passport
- Be signed by the applicant's Manager/Company Director
- Be submitted along with the company registration certificate

Applicants who are self-employed must ensure this letter is signed by their accountant. Refer to the Sample Business Introduction Letter for clear instructions.



PROOF OF PREVIOUS VISA(S)

Applicants must provide evidence of their frequency business travels to justify the approval of a second passport. This must be provided as copies of all stamped visas in their current or expired passport.



PROOF OF TRAVEL ARRANGEMENTS

Details of travel arrangements. These must be provided as:

PASSPORT APPLICATION

DOCUMENTS TO PROVIDE

- A detailed prospective travel diary from your employer for business trips you will be expected to take in the next 6-18 months

This must:

- Include a list of all expected countries of destination
- Include a list of all expected countries of destination which will require a visa prior to travel
- Be signed and confirmed by the head of your employers HR department



LETTER OF AUTHORISATION

An original signed Letter of Authorisation permitting CIBTvisas to submit the application on your behalf. Complete and sign the Letter of Authorisation provided



PASSPORT APPLICATION FORM

One completed signed and witnessed original Passport Application form (APS2E). This form must:

- Be obtained from the Irish Passport Office or requested from CIBTvisas. Copied forms are not accepted.
- Be completed in black ink. Minor mistakes can be crossed out with black pen. Correction fluid not permitted.
- Be completed in block capital letters
- Contain all answers within the required boxes on the form
- Provide daytime contact phone numbers where requested

THIS MAY PERTAIN TO YOU

COURIER FEES

- All applications are processed via Secure Post. Return postage fees of £20.00 + VAT per order apply in addition to the fees listed. This is a lodging only service. Once your application has been submitted your order will be closed as the Embassy will send the completed passport directly to the applicant

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	London
SW1V 1US	SW1V 1UT
Only available for select countries and additional fees may apply	Moretown Building 2 - Level 5
	4 Thomas More Street
	London
	E1W 1YW

BE SURE TO INCLUDE ALL THE ITEMS BELOW:

☐ Passport

☐ Photograph(s)

☐ Business Introduction Letter

☐ Proof of Previous Visa(s)

☐ Proof of Travel Arrangements

☐ Letter of Authorisation

☐ Passport Application Form

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

Second Passport Sample Business Introduction Letter

Passport Office
Embassy of Ireland
Montpelier House
London
SW3 1JJ

[enter date]

Dear Passport Officer,

We would like to apply for a second passport for [enter applicant's name] who has been employed with [enter company name] as [enter position in company] since [enter employment start date].

It is vital for [enter applicant's name] to hold two passports as he is often required to travel abroad on business whilst simultaneously applying for visas at Embassies, Consulates and High Commissions. Over the past two years [enter applicant's name] has had to postpone or cancel several trips due to the processing times required for such visas.

[enter applicant's name] is frequently called upon by [enter company name] to travel to **[must enter 6 countries that applicant travels to frequently which require visas]** on company business.

We would therefore request that [enter applicant's name] is issued with a second passport valid three years to enable these trips to take place.

Should you require any further information please do not hesitate to contact me.

Yours faithfully,

[Signee's name and job title]

Letter of Authorisation

Date: _____

Dear Sir or Madam,

This letter is to confirm that I, _____,
(*Full Name of Applicant*)

date of birth ____/____/____, give permission to Agent

to lodge my Irish passport.

Yours faithfully,

(*Applicant's Signature*)

(*Applicant's Name*)

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:

Second Passport

6 to 8 Weeks	excl. VAT	incl. VAT
► Passport Agency Fee	£96.00	£96.00
► CIBTvisas Fee	£150.00	£180.00
► Passport Agency Fee	£70.00	£70.00
► 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>