



# IRISH GENERAL EMPLOYMENT PERMIT & WORKING VISA CHECKLIST

---

Your step-by-step guide to a successful application & starting work in Ireland

Guide



# Table of Contents

REQUIREMENTS FOR ENTRY TO IRELAND	03
REQUIRED DOCUMENTS FOR AN EMPLOYMENT PERMIT APPLICATION	04
RESTRICTIONS FOR EMPLOYMENT PERMIT APPLICATION	05
EMPLOYMENT PERMIT PROCESSING TIMELINES	06
EMPLOYMENT PERMIT FAQ	07
VISA PROCESSING TIMELINES	08
WHAT ARE INIS/GNIB?	09
DOCUMENT REQUIREMENTS FOR IRP CARD APPLICATION	10
IRP CARD & PPSN FAQ	12

## Requirements for entry to Ireland



In order to be eligible to work in Ireland, a non-EEA national will require:



**1.** Employment permit



**2.** Visa to enter (not necessary for non visa-required nationals or people already residing in Ireland)



**3.** Registration as an employment permit holder. Scheduled at the Irish Naturalisation and Immigration service (INIS) office in Dublin or the local Garda National Immigration Bureau (GNIB) office, usually located at the local Garda station and an appointment is required

On first entry to Ireland, a non-EEA national will:



**4.** Enter Ireland on their visa and receive an initial entry stamp in their passport, indicating entry as a permit holder



**5.** Register with INIS/GNIB within 90 days

# Required Documents for an Employment Permit Application

In order to be eligible to work in Ireland, a non-EEA national will require:

EMPLOYEE DETAILS	EMPLOYER DETAILS
Personal Documents	Job Description
Up-to-date CV	Company's documents
Other supporting documents (educational, job experience)	Company's details

Additional supporting documents which may be required if:

APPLICANT IN HOME COUNTRY	APPLICANT NOT IN HOME COUNTRY	APPLICANT IN IRELAND
Employee details and personal documents	Copy of permit/visa for country of current residence	Copy of PPS
Employer details and documents		Current Irish Residence permit (IRP card) – it must be under stamp 1, 2 or 3 (or their variations) and the card must be valid for long enough to allow the permit process to be completed (along with the position advertising, if required).
Description of employment		

# Restrictions for Employment Permit Application

1. People in Ireland with Working Holiday Authoritisation need to leave the country in order for the permit application to be submitted and processed and the Department's case officer might require confirmation that the WHA has been cancelled before a permit is issued.
2. A permit application can't be submitted for a person in Ireland on Stamp 4, 5 or 6 – if there are circumstances that will lead to a cancellation of that stamp in the future (such as divorce), the applicant will need to either secure an alternative permission or leave the country.
3. If a person is in Ireland under their 1st employment permit, they can have a new permit issued only after they have worked for the initial employer for at least 12 months.
4. If a person is in Ireland as a permit holder, they should be advised that the existing permit will be cancelled before the new one is issued – they will need to take into consideration their notice period with the current employer.
5. If the applicant is already in Ireland, a permit application can be submitted only if they have a long-term stay permit such as student, graduate, certain spouses, permit with another company (certain restrictions apply).
6. If the person is a student, graduate or an eligible spouse, once the permit is ready, they will need to contact the relevant INIS/GNIB office for change of status.
7. If they already have a permit with another company, the next step will depend on the validity of their current Irish residence permit (IRP) – they will need to contact the relevant INIS/GNIB office and advise about the change in their situation.



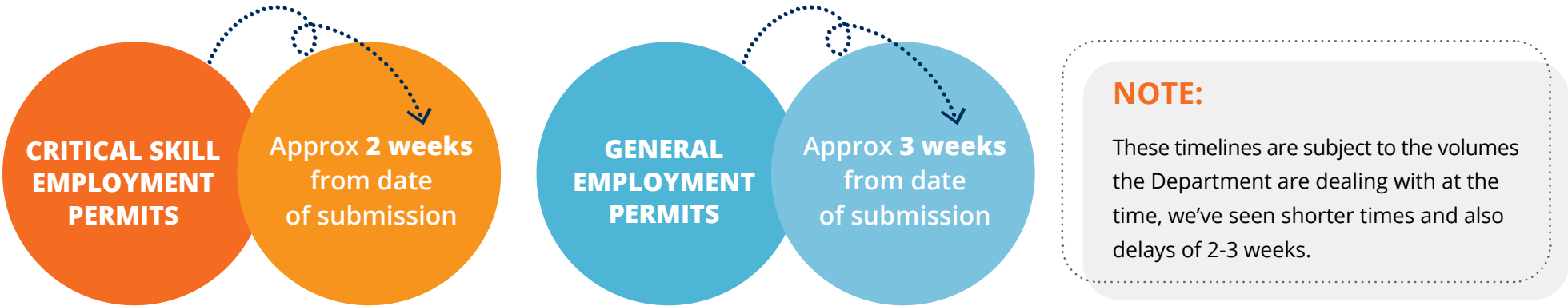
### NOTE:

Applicants in Ireland as visitors (for Tourism, Business, conference etc.) or holders of permission under the Atypical Working Scheme or Working Holiday Authorisation are required to leave Ireland in order for a permit application to be submitted and processed. Their current status must be valid for long enough for processing to take place (ideally a couple of months).



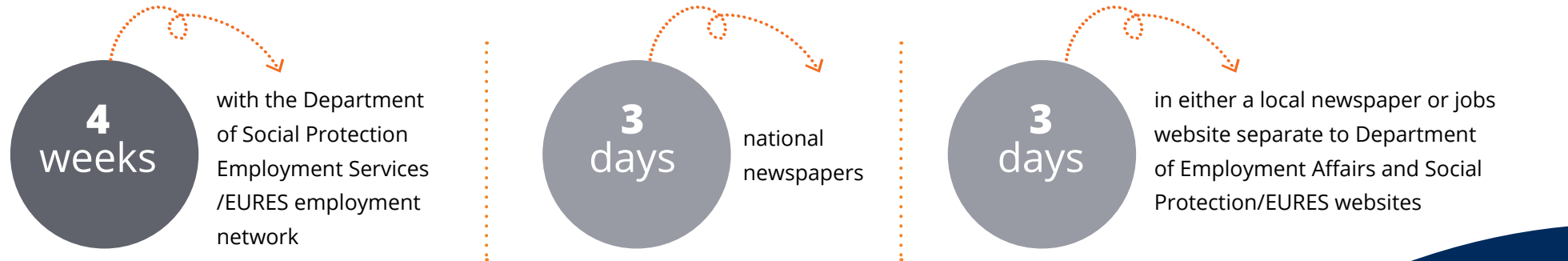
# Employment Permit Processing Timelines

## Employment Permit Timelines



## Advertising

If position advertising is required for a General Employment permit, that will add at least 4 weeks to the process as the permit application can be submitted only after the advertising has run for the required period of time.



# Employment Permit FAQ

- Q. Is the permit issued electronically?
- Q. How is the permit start date determined?

Employment permits are issued electronically and sent by the Department via email as a .pdf attachment. In general, they send the email to the employer, the applicant and the agent (if applicable).

The permit start date for new permits is usually the date requested by the employer in the application – if that date has already passed, the permit start date is the issue date. In case of permit renewal the start date is the day after the previous permit expiry date, so that there is no gap between the 2 permits.

**NOTE:** These timelines are subject to the volumes the Department are dealing with at the time, we've seen shorter times and also delays of 2-3 weeks.

- Q. When can the applicant enter Ireland, once the permit is registered?
- Q. If the person is already in Ireland - do they need to do the INIS/GNIB under the new permit?

If the person is a visa-required national residing outside of Ireland, the visa application process can be initiated. If the person is a non visa-required national outside Ireland, they can make travel arrangements to enter Ireland not more than 14 days before the permit start date (advisably not more than 3 months after the permit start date) but can start working on or after the permit start date.

If the person is in Ireland under a different status, they need to book an appointment for change of status from their current stamp to Stamp 1. If the person is in Ireland as a permit holder and their current IRP is valid for a long period of time, they need to contact INIS or the local GNIB office, advise about the chance of circumstances (new employer and new permit) – the INIS/GNIB office will then advise them on whether their card needs to be renewed or if a system update will suffice.

# Visa Processing Timelines

VISA PROCESSING  
DEPENDS ON  
THE VISA  
OFFICE/EMBASSY  
IN EACH COUNTRY

APPROX **3-8 WEEKS**  
(OR LONGER IF  
THERE'S A BACKLOG  
AT THE IRISH  
EMBASSY)



## Irish Residence Permit (IRP) Card Application Process

Contact the nearest INIS/GNIB office to arrange an appointment for registration.  
Appointments usually take within 7-14 days (or longer if there is a backlog)

## What are INIS/GNIB?



The Irish Naturalisation and Immigration Service operates under the Department of Justice and Equality. INIS is the primary authority that deals with immigration issues, including visa applications, residence permits, and other immigration-related services.



Garda National Immigration Bureau Registration Office is responsible for handling the registrations of residence permits for non-EEA nationals living in Ireland (outside Dublin).

YOU CAN FIND MORE INFORMATION

**HERE**



# Document Requirements for Irish Residence Permit (IRP) Card Application

Contact the nearest INIS/GNIB office to arrange an appointment for registration. Appointments usually take within 7-14 days (or longer if there is a backlog).

FOR A FULL LIST OF REQUIREMENTS - **VISIT**

## Scenario 1

**28 Y/O engineer, moving to Ireland from India. Has secured a role with Irish company and has secured Irish employment permit. (Stamp 1)**

At the appointment (for employment permit holders), they will need to present:

1. The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.
2. Your employment permit.
3. Proof of your new employment, for example a letter from your employer.
4. Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incident including hospital stays in Ireland, valid for 12 months, or if less than 12 months for the duration of your stay.

**NOTE:** depending on circumstance, further documentation may be required

## Scenario 2

**Spouse of a non-EEA/EU/Swiss spouse/civil partner or family member who is here based on a general work permit moved to Ireland for the first time. (Stamp 3)**

At the appointment (for employment permit holders), they will need to present:

1. The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.
2. The work permit of your spouse/civil partner or family.
3. The current IRP card of your spouse/civil partner or family.
4. Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incident including hospital stays in Ireland, valid for 12 months, or if less than 12 months for the duration of your stay.

**NOTE:** depending on circumstance, further documentation may be required

## Scenario 3

**Spouse/de facto partner of a critical skills permit holder. (Stamp 1G)**

At the appointment (for employment permit holders), they will need to present:

1. The biometric page of your current valid passport(s). This is the page that shows your photograph, passport number and date of birth.
2. The work permit of your spouse / de facto partner or the hosting agreement of your spouse / de facto partner.
3. Private Medical Insurance or Travel Insurance with medical cover for accidents and medical incident including hospital stays in Ireland, valid for 12 months, or if less than 12 months for the duration of your stay.\*
4. Proof of your continuing de facto partner relationship (if applicable).

\* Proof of private medical insurance is required for a stamp 1G, if you do not provide this, an immigration officer may grant you a stamp 3 instead.



# IRP Card & PPSN FAQ

## Q. What evidence of address is acceptable?

If required, utility bill or insurance letter (with Irish address) will be acceptable; however, the applicant is advised to ask the officer when they make appointments.

## Q. Who organises health insurance? What proof is required?

Insurance can be organised by the employer, or the person themselves, as per agreement when hiring.

## Q. How long does it take to get a PPS number?

PPS number processing time can take from 4-8 weeks (or longer if there is a backlog) -

[click here](#)

## Q. When can the person start working?

On the date that it says in the approved employment permit

## Q. How do you pay the fee? Check, Credit card?

Payment is made via card only at the INIS/GNIB office or online if it's a renewal on the system.

## Q. Is the permit validated instantly at this meeting? Is there a processing time? If yes, what is the processing time?

A registration stamp is placed in the applicant's passport during the appointment. The actual Residence permit (IRP card) is issued a couple of weeks later and sent to the person by post.

## Q. Is the number issued electronically? Is it a card? Does it arrive in the mail?

PPS will come as a letter with the PPS number included, from the Social Welfare Services Office. The letter is sent to the persons mailing address.

## Q. How do I register for a PPSN?

You can register for a PPSN -

[click here](#)





FOR MORE INFORMATION PLEASE CONTACT:

### **Sigmar Recruitment**

---

Claire Kelly  
ckelly@sigmar.ie  
+353 1 4744637  
www.sigmarrecruitment.com

### **Visa First**

---

Nune Troy  
ntroy@visafirst.com  
+353 87 348 0768  
www.visafirst.com