

1. Eligibility for Long-term Residency is calculated by the amount of time the applicant has **been registered with the GNIB as being permitted to work**. It is essential to have been registered on a work permit/visa/authorisation for a minimum of **60 months**.

If the **spouse or dependent** of the work permit/visa/authorisation holder has been registered in Ireland for 60 months, they can also apply for long-term residency, but this will not allow them free access to employment: they still need to get a spouse/dependent work permit if they want to work.

Any gaps in registration with the GNIB do not count towards the 60 months: e.g., a 3-week break between the end of one period of residency and the beginning of another as stamped by the GNIB means you deduct 3 weeks out of the calculation of your residence period in the country.

2. Applicants should write a letter requesting Long-term Residency on the basis outlined above, and include a request for **exemption from employment permit requirements** (this does not apply for spouses or dependents). This is necessary in order for them to be able to choose their employer and not be tied to one specific job.
3. There are no application forms, therefore the application should take the form of a letter from the applicant with the following **photocopied** documents:
 - a) A copy of their passport, making sure to include **all endorsed pages** in their passport
 - b) A copy of their GNIB card ('green card'/Certificate of Registration)
 - c) Copies of their work permits (for workers) should also be included: all if possible, and if not, a copy of the latest one

The letter should also have all their contact details, including:

1. Full name
2. Dept. of Justice (69/____/__) number (which can be found on the applicant's GNIB card)
3. Address, telephone number and email address

Please note: The letter should also list the dates of all the relevant GNIB stamps in their passport. See below for an example of how to do this.

02/02/2003 – 12/12/2003	= 10 months 10 days
03/12/2003 – 11/12/2004	= 12 months
05/12/2004 – 11/12/2005	= 12 months
22/12/2005 – 11/12/2006	= 11 months 20 days
03/01/2007 – 11/12/2007	= 11 months 8 days
05/12/2007 – 11/12/2008	as of April 1 st 2008 = 3 months 19 days
Total	= 60 months 26 days

- Applicants should also indicate if they have ever been convicted of a criminal offence in either Ireland or any other State they have lived in.
- IMPORTANT NOTE:** Long-term Residency applicants are now required to provide POLICE CLEARANCE CERTIFICATES from EVERY country they have lived in for a period of longer than 3 months (apart from Ireland), including their home country.

The certificate will be requested by the Long-term Residency section near the end of the processing period.

Please note: police clearance certificates are valid for 3 months only.

Applicants should contact their Embassy and the Embassy of any country they were resident in to find out how they can get a police clearance certificate, and be ready to apply for one when asked to do so.

- IMPORTANT NOTE:** Applicants must keep their residency permission up-to-date while waiting for a decision on their long-term residency application.
- Applications** should be addressed to:

Long-term Residency Section,
General Immigration Division, 3rd Floor
Irish Naturalisation & Immigration Service,
13/14 Burgh Quay,
Dublin 2.

Applications should be sent by Registered Post

Processing time (as of May 2008) is **20 – 24 months**

Contact **Crosscare Migrant Project** for further information:

www.migrantproject.ie / migrantproject@crosscare.ie

1 Cathedral Street, Dublin 1

Tel: 01 – 873 2844

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