

Dear Traveller,

Thank you for choosing Visa First to process your Irish passport renewal application.

Make sure you read carefully the information provided in this form and gather all the required documents at your earliest convenience. If you have any questions don't hesitate to contact us back!

We are committed to processing your Irish passport as quickly and easily for you as possible!

Sincerely,

Visa First

## WHAT DO I NEED TO APPLY FOR IRISH PASSPORT RENEWAL?



- Completed and witnessed passport application form - you can collect the form from our office (you need to contact us beforehand, so we can ensure we have it ready for you), alternatively we can post it to your address, postal fee would apply\*
- 4 photos – against white background, Minimum: 35mm x 45mm, Maximum: 38mm x 50mm (2 of them should be witnessed by a solicitor/ notary public or Garda)
- Your original passport or a photocopy if it has expired

\* The department may ask you to provide additional documents or to attend an interview at one of the Department's offices before they issue the passport. VisaFirst will contact you back if this is required.



Please contact us back to let us know how you would like to receive the passport application form. You can contact us by e-mail on [info@visafirst.com](mailto:info@visafirst.com) or call us on +44(0) 207 659 9180 from the UK or on +353(0) 1 878 3329 from Ireland.

### Where should I send my documents?

Visa First, 3rd Floor, 9 White Lion Street, N1 9PD, London , United Kingdom



### How long will my passport take to be organized?

Standard processing time is 7 weeks days. Express service for 10 working days is available provided that you have plane tickets booked and you provide a copy. The processing timeframes varies and applications could take longer in some cases. Additional time may be required for the passport to be sent back to you.



### How long will my passport be valid for?

Passport can be issued for 5 or 10 years.



### Where can I direct my questions?

You can contact any of the Visa First officials at 0207 659 9180 or e-mail [info@visafirst.com](mailto:info@visafirst.com)



Please, scroll down to the next page for information on the application fees.



## Terms and Conditions

Visa First reserves the right to return any passport if the passport and/or the documents provided do not comply with the requirements. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that applications are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of VisaFirst, you agree to our terms and conditions listed above, which you can view in full at:

<http://www.visafirst.com/terms.asp>

Signature of applicant:

## ORDER FORM

First Name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated Date of Departure (if applicable): DAY / MONTH / YEAR
Home Phone:	Mobile:
E-mail:	
Address (to return passport to):	

## PAYMENT DETAILS

How would you like to receive the passport application form?

- ☐ I would like to collect it from your office – free of charge
 ☐ By registered post (delivered within 48 hours) - £10.00
- ☐ Courier (1-2 working days) - £35

Standard service (7 weeks days):

- ☐ 10-year, 32-page passport (for applicants aged 18 and over): £175
- ☐ 10-year 66-page passport (for applicants aged 18 and over): £195
- ☐ 5-year passport (for children aged 3-17 years): £115
 ☐ 3-year passport (for children aged under 3): £105

Express Service (10 working days):

- ☐ 10-year, 32-page passport (for applicants aged 18 and over): £225
- ☐ 10-year 66-page passport (for applicants aged 18 and over): £255
- ☐ 5-year passport (for children aged 3-17 years): £185
 ☐ 3-year passport (for children aged under 3): £175

Would you like to apply for an Irish passport card? - £ 90 ☐ Yes ☐ No

Please allow additional time for the passport to be sent back to you.

Method of payment:	Credit Card <input checked="" type="checkbox"/> Postal Order <input type="checkbox"/> Bank Draft <input type="checkbox"/>
Type of Credit Card:	Visa <input type="checkbox"/> Master <input type="checkbox"/> Maestro/Solo <input type="checkbox"/> AmEx <input type="checkbox"/>
Name of Card Holder:	
Card Number:	<div></div> <div></div> <div></div>
Card Expiry Date:	MONTH YEAR
Security Code:	
Signature of cardholder:	
Date:	DAY / MONTH / YEAR

Please note that for payments made by a credit or debit card, there is 2.5% transaction fee.

All postal order and bank draft payments should be returned with this application to:

VISA FIRST  
 3rd Floor  
 9 White Lion Street  
 London N1 9PD  
 United Kingdom  
 Fax: 0207 629 8614