

Frequently Asked Questions on Filling out the Form Undocumented Workers Scheme

Section 1 PERSONAL DETAILS

1. What happens if my passport has expired?
You need to immediately try to renew it. You will need to provide a valid passport together with all previous passports. If your old passport is with the Embassy for renewal where possible obtain and send an acknowledgment letter / receipt from your Embassy stating that an application for renewal has been made. Submit the new and old passport when you receive it. The immigration service will need to see any passports that cover the period of your time in Ireland since your last work permit. If you have lost a passport you will need to explain the circumstances and provide evidence of this.
2. What is a 69/ number?
A 69/ number or more commonly known as an immigration reference number, can be found on your GNIB card or correspondence from Department of Justice Equality and Law Reform.
3. I did not register with GNIB on arrival?
If you have never had a GNIB card please explain the reason for this in the section requesting additional information.
4. Where do I find my GNIB number?
A GNIB number is the number on your certificate of registration which is your GNIB card (commonly referred to as a green card). Sometimes you can also find the GNIB number in your passport. A GNIB number is usually 5 or 6 digits.
5. I arrived in the country before 2002 and did not have a GNIB card, what should I do?
You would have registered with a green book. Send your green book along with the other documentation requested.
6. What is a Personal Public Service Number PPS No. and where do I find it?
Your PPS No. is a unique reference number used for employment and accessing public services. It can be found on any documents relating to your registered employment (pay slip, P60, P45), it can also be found in correspondence for the HSE and social welfare.
7. I do not have proof of all the addresses I was staying at in the State? What should I do?

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You do not need to prove residence, merely to give the addresses. Should there be an issue with the material supplied the Immigration service state that they will contact you.

8. I used a false identity in the State, how will this affect my application?

This is a serious problem and will almost certainly lead to your application being refused.

However you may still apply, but beware that if your application is unsuccessful you will most likely receive a notification to deport letter. If you decide to apply you will need to give detailed explanation as to why you have used a false identity.

Section 2 IMMIGRATION HISTORY IN THE STATE

1. What is the difference between the date of arrival and the date of registration?

The date of arrival can be found on your airport stamp which is found in your passport (the date of entry to Ireland). The date of registration is the date when you presented to your immigration officer and obtained your permission to remain in the State.

2. I have a pending asylum claim, should I withdraw this and apply for the scheme?

No. You should see out your asylum application. Please seek assistance either with the States Refugee Legal Service or with a non-profit organisation or local Citizens information Centre

3. I applied for asylum and it was refused, should I apply for this scheme.

No.

4. Should I apply for this scheme if I have deportation order?

No. Persons with a Deportation order are specifically excluded.

5. I was issued with a section 3 letter (Notification to Deport Letter) can I apply for this scheme?

Yes you can apply for this scheme. You will however need to use the additional information section to explain why and how this came about. You should also respond to the Section 3 letter pointing out that you have made an application under this scheme.

6. I left the State while I was undocumented and re-entered again at a later date, can I still apply?

You can apply, but you need justify why you left the State and returned. Your application presents a higher risk of refusal without explaining the circumstances surrounding this.

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Section 3 EMPLOYMENT HISTORY IN THE STATE

1. Where can I find my work permit number?

The work permit number is the number starting with AO/ of the top corner of your work permit. It can also be found on correspondence with the Work Permits section of the DETE.

2. My employer held my first work permit and retained it. What can I do?

You must satisfy the immigration service that you had an employment permit in the State. If you do not have a copy of a work permit you can make a request to the Department of Enterprise Trade and Employment for your employment permit history in the State. Act quickly as the deadline is December 31st 2009. Contact the Department of Enterprise, Trade and Employment, Davitt House, 65a Adelaide Road, Dublin 2. Email, employmentpermits@entemp.ie

3. I only have copies of some of my work permits, is this a problem?

Previous employment permits when such is in the possession of the person needs to be submitted. Copies of work permits may be accepted in certain cases. You must however satisfy the immigration service that you had an employment permit in the State. If you do not have a copy of a work permit you can make a request to the Department of Enterprise Trade and Employment for your employment permit history in the State. Contact the Department of Enterprise, Trade and Employment, Davitt House, 65a Adelaide Road, Dublin 2. Email, employmentpermits@entemp.ie

4. I do not have a current offer of a job. Will this affect my application?

No.

5. Will I or my employer be penalised for the employment when I was undocumented in the State.

This scheme it intended to promote compliance in immigration and employment. In terms of employment it is intended to be non-punitive. Work offered must be fully compliant with Employment Legalisation in Ireland in order to secure a work permit employment.

Section 4 CRIMINAL RECCORD

1. I have a driving offence, will this affect my application?

It may or it may not. The immigration service states that it will look at each case on its merits. It is therefore important to give a full account (tell your side of the story) of anytime you came into contact with the Gardai, the reason why and the outcome.

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2. I went to court and paid a fine? Will this affect my application?

It may or it may not. The immigration service states that it will look at each case on its merits. It is important to give a full account (tell your side of the story) of anytime you came into contact with the Gardai, the reason why and the outcome.

3. My immigration officer summoned me for an appointment, but I didn't go because I was afraid. Will this affect my application?

It may or it may not. It is important to give a full account (tell you side of the story) of anytime you came into contact with the authorities; you will need to explain the circumstances fully. The immigration service states that it will look at each case on its merits

Section 7 SUPPORTING DOCUMENTATION

1. What happens if my passport was retained by the GNIB?

You should firstly seek to get your passport returned in advance if possible, explaining the need to submit the passport under the Undocumented Workers Scheme. If the Gardai have your passport and will not return it, submit your application, but you will need to explain why the passport was held (generally related to immigration matters) and the Garda and Garda Office involved.

2. Will my application be affected if I have accessed social welfare or other state benefits?

It may or may not. This will depend on the extent of benefits claimed, but it should not stop an application being made or processed.

3. If I do not have originals of certain documents can I send copies?

The immigration service states that photocopies will not be accepted. Copies of work permits only may be accepted in certain cases.

4. I do not have evidence of accommodation in the State as I was being supported by members of my community/friends/family. I can I demonstrate my residence?

You need to set out clearly where you lived and when. You should furnish any documents that support your claim that you were in Ireland. The onus is on you to do so. The immigration service states they if you cannot satisfy them that you have been in Ireland your application will be refused. Should there be an issue with the material supplied the Immigration service state that they will contact you.

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