

Applying for an Irish passport through a parent (Minor)

Documents about your child

- **Birth certificate** with the *parents' names, ages and places of birth on the certificate.*

You may have to request a new birth certificate with this specific information on it, as it is not standard in the U.S. You can apply in person at the Division of Vital Records, 110 North 8th Street, Suite 108, Philadelphia, PA 19107 or online at www.portal.state.pa.us The office is open M-F, 8 AM-4 PM. Tel: 215-560-3054. Please note that applying in person is more reliable. Or locally can be got from Havertown Auto Tags 1409 Darby Rd, Havertown, PA 19083. The office is open M-F 9.30am – 8pm Tel: (610) 853-2833.

- Copy of your child's valid **U.S. passport.**

Under U.S. law, you must use your American passport to enter or leave the United States. We will take a copy at the IIC and certify that it is a true copy.

- Social Security Card and School ID & license where possible. We will take copies at the IIC and certify that they are true copies.
- Four **EU-size passport photos** signed by an appropriate witness. (We take and witness the photos at the IIC.)
- Fee: Child under 17 years: \$90.

Documents about parent born in Ireland

- **Long form birth certificate** (this is a standard form in Ireland).

Baptismal certificates are not accepted. You can apply for a certificate online at www.certificates.ie or by completing an application and mailing it to Civil Registration Office, Office of the Registrar General, Government Offices, Convent Road, Roscommon, Co. Roscommon, Ireland. Tel: 011 353-90- 663-2900. You can apply for a Northern Irish certificate online at www.nidirect.gov.uk/gro. Tel: 011 44-28-90-252-000.

- Long form **civil marriage certificate and marriage license application** that includes the *parent's' name, age or DOB and place of birth on the certificate or license application.*

If married in Ireland, there is one standard civil marriage certificate. You can apply for a certificate online at www.certificate.ie or www.nidirect.gov.uk/gro for Northern Ireland.

- Certificate of Irish citizenship (*where applicable*)

Documents about both parents

- Both parents need to be present to sign consent to the passport application.
- Copy of Photo I.D. and proof of address for each parent for example; Driver's License