IRISH DIASPORA CENTER

Irish Passport Checklist
Passport through a parent born in Ireland (MINOR)

The following documents are **required** by the Irish Passport office in order to apply for a Minor's Passport. **Please note, both parents must appear in the IDC to sign documents in order to apply for the passport.**

		Minor Child	Parent A *(born in Ireland)*	Parent
Original sent	Long-form birth certificate	X	X	
Original sent	Long-form marriage certificate		X	X
Notarized copy sent	Driver's License	X (if have)	X	X
Notarized copy sent	Passport	X	X	X
Original sent	Proof of residency	X	X	
	Digital photo (taken at the IDC)	X	X	

Description of long-form documents *(long-form birth certificates are not the normally issued document in the U.S.)*

- A long-form Birth certificate will include the *parents' names, age or DOB, **and** places of birth on the certificate.*
- Long-form civil marriage license and marriage license application that includes the bride and groom's *parents' name **and** place of birth on the marriage certificate or license application.*

Additional proofs of residency and name that will be accepted include: *Please ensure that your child's name reads the same way on all documents (First, Middle, and Last name)*

- Letter from school (on school letterhead signed by principal) indicating address of applicant
- Letter from doctor's office (on letterhead signed by doctor) indicating address of applicant
- Utility bills or cell phone bill to the same address and name as indicated on your driver's license
- Bank statements to the same address and name as indicated on your driver's license
- Official government correspondence to the same address and name as indicated on your driver's license

FAQs

Where can I apply for new long-form birth certificates?

- For PA birth certificates:
  - 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.
  - Local to Havertown, please visit Havertown Auto Tags 1409 Darby Rd, Havertown, PA 19083 The office is open M-F 9.30 am – 8 pm, and can be reached at (610) 853-2833.
  - Visit VitalChek online to order birth or death certificates online.
- For Irish birth certificates
  - You can apply for a certificate online at www2.hse.ie
  - Mailing a completed application to Civil Registration Office, Office of the Registrar General, Government Offices, Convent Road, Roscommon, Co. Roscommon, Ireland. (Tel: 011 353-90-663-2900).
  - For those born in the North of Ireland, order certificates online at www.gro.gov.uk/gro/content/ (Tel: 011 44-28-90-252-000).

Where can I apply for new marriage certificates?

- You can apply for a marriage certificate from the "Register of Wills and Clerk of Orphan's Court Division" at the courthouse in the county in which you were married. **Church licenses are not accepted.** If you are not married, please state. (Maryland is the exception; they do not provide long-form marriage certificates.)
- If married in Ireland apply online at www2.hse.ie or http://www.nidirect.gov.uk/gro for Northern Ireland. ***(divorce certificate if applicable)***

What is the fee for application?

- Fee - Child 0-17 years: $110 (includes application fee, review of documents, witnessing, & mailing); $140 for passport & passport card