

# CONSULATE GENERAL OF IRELAND

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5 High Street  
P O Box 279  
Auckland 1140



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W: [www.ireland.co.nz](http://www.ireland.co.nz)  
E: [consul@ireland.co.nz](mailto:consul@ireland.co.nz)

## **Guidelines & Fees for Passport Applications in addition to the notes on green APS2E application form**

- <https://www.dfa.ie/passports-citizenship/top-passport-questions/documentary-requirements-passport-applications/>  
See the website above for full list of documents required
- Complete the application form using black or blue pen and write in block letters
- When providing a photocopy of an expired handwritten passport, please copy the photo page and the number page
- The official business stamp of the witness should be stamped in the white box adjacent to the signature in Section 9. If the witness does not have an official stamp then a business card or letterhead must be supplied with the application. Hand writing is not accepted in place of the stamp/business card
- In addition to the professions listed at Sections 7 & 9 the following professions are also approved: Chartered engineer, Credit union manager, Dentist, Justice of the Peace, Lecturer, Nurse, Pharmacist, Physiotherapist, Speech therapist, Teacher, Vet
- PPSN (Personal Public Service Number) is not required for applications submitted from outside Ireland
- If this is a **first time adult application** for an Irish passport please note the following requirements
  - Proof of Entitlement to Irish citizenship
  - The applicant must provide three (3) current, original forms of ID, one of which must include your photograph and one which must include your physical residential address. The third must include either your photograph or your residential address. Acceptable forms of ID are passport, driver licence, utility bill, bank statement. A certified copy of your driver licence (front & back) will be accepted if signed by the same witness as Section 9 on your application. All other IDs must be current and original. Residential IDs must be dated within the last six months.
- Full first time adult documentation is required if **your passport expired more than 5 years ago** and is only being renewed now
- Your **Proof of Entitlement to Irish citizenship** is ONE of the following:
  - Your original Long Form Irish Birth Certificate
  - Your own original Long-Form Birth Certificate (LFBC), the original long-form Birth Certificate of your Irish-born parent and your parents' original civil Marriage Certificate, if married
  - Your own original LFBC and your original Certificate of Naturalisation for Ireland
  - Your own original LFBC and your original Certificate of Foreign Birth Registration for Ireland
  - Your own original LFBC, your original Certificate of Post-Nuptial Irish Citizenship and your own original civil Marriage Certificate
- **Name changes on passports** – Documentary evidence to support a name change is required as follows:
  - Applicant requesting a passport in married/civil partnership name:  
Original civil marriage/civil partnership certificate
  - Reverting to civil birth cert name after divorce/separation:  
Civil birth certificate / Civil marriage certificate / Divorce/separation papers
  - Other name changes:  
Two years' proof of usage of the new name i.e. one document each from two acceptable sources dated more than two years ago: photo ID documents, payslips, utility bills, government correspondence. For minors: school reports, letter from GP  
Note: name change through Deed Poll is not sufficient or necessary, but may be accepted as supplementary proof of usage
- As fees can change without notice, to ensure the correct fee is enclosed, reference should be made to the Consulate website [www.ireland.co.nz](http://www.ireland.co.nz)
- Enclose a non-padded self-addressed, "signature required", courier envelope for the return of documents and new passport within NZ. A large envelope should be supplied if applying for more than one passport. The documents and passport will be sent from the Consulate in Auckland
- If submitted, you will receive your old passport back, cancelled, with your new passport. You will need to contact New Zealand Immigration to arrange the transfer of any NZ residency permits/visas

**Irish passport holders in New Zealand may renew their passports online at [www.dfa.ie/passportonline](http://www.dfa.ie/passportonline)**

**FEES - Effective 1 November 2018  
if submitted to the Consulate**

Please read these guidelines carefully prior to completing the enclosed Passport application as they detail requirements for the processing of paper applications for Irish passports in New Zealand.

| <b>Passport fees</b>       |          |        |
|----------------------------|----------|--------|
|                            | Validity | NZ \$  |
| Adult, standard (33 pages) | 10 years | \$ 165 |
| Adult, large (66 pages)    | 10 years | \$ 215 |
| Minor, age 0 - 17 years    | 5 years  | \$ 80  |

Additional fees and requirements apply for the issue of an emergency travel document  
Please contact the Consulate for details

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- Fees are payable by credit card (via our website), cheque, cash or EFTPOS
- If paying online please include a copy of your receipt or quote the receipt number on your application
- Please do not send cash in the mail
- Please make cheques payable to: Consulate General of Ireland

Please send applications to:            Consulate General of Ireland  
    Level One  
    5 High Street  
    PO Box 279  
    Auckland 1140

Please make an appointment online at [www.ireland.co.nz](http://www.ireland.co.nz)  
if you wish to visit the Consulate to submit your application in person

**Passports are printed in Dublin. Please allow at least 6 weeks for delivery of your passport**

**Passport processing times, under 'resources' on our website, is updated monthly with current processing times as these can vary during the year**