

Introduction of a Fee for Certificates of Registration issued to non-EEA nationals

From 27 May 2006 a fee will be charged in respect of each immigration certificate of registration issued to a non-EEA national, subject to certain exemptions. With effect from 19 November 2012, the fee is €300.

1. What is an immigration certificate of registration?

An immigration certificate of registration is a document that is issued to a non- EEA national who registers with his/her local immigration registration officer.

The credit-card sized document is issued by the Garda National Immigration Bureau and includes the person's photo, residency details and date of expiry.

At present, legally resident non-EEA nationals who have entered the State with the intention of residing in Ireland for a period of more than three months must register with their local immigration registration officers.

Please note that immigration certificates of registration are not issued to asylum seekers; they receive Temporary Residence Certificates from the Refugee Applications Commissioner. This fee does not apply to such Temporary Registration Certificates.

2. Who is exempt from payment of the fee?

Certain categories of persons will be exempted from payment of the fee. These exempt categories will be:-

1. Refugees, both Convention and Programme;
2. Persons who have been reunified with such refugees under s.18 of the Refugee Act 1996;
3. Persons who are under 18 years of age at the time of registration;
4. Spouses, widow or widower of an Irish citizen;
5. Dependants of EU nationals who receive a residence permit under EU Directive 38/04.
6. The civil partner or surviving civil partner within the meaning of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010 of an Irish citizen.

3. When do I pay the fee?

The fee is paid at the time of registration with your local immigration registration officer.

Persons residing in the Dublin area register with the Registration Officer at the Garda National Immigration Bureau (GNIB) offices in Burgh Quay. Those residing outside of the Dublin area should enquire at their local Garda station to locate their local Immigration Registration Officer.

4. How do I pay?

There are two methods of payment - by Bank Giro or by credit/debit card.

Payment can be made by a specific bank giro form which can be obtained at all registration offices when registering, or by credit/debit card at the following networked stations, including:

1 Garda National Immigration Bureau (GNIB), 13/14 Burgh Quay, Dublin

2 Garda Station, Anglesea Street, Cork,

3 Garda Station, Mill Street, Galway,

4 Garda Station, Henry Street, Limerick,

5 Garda Station, Fr. Connolly Way, Drogheda, Co. Louth.

5. How do these methods of payment work?

Payment by Credit/Debit Card at networked stations (and those listed above at Q. 4)

- The non-EEA national presents him/herself at the registration office. The registration officer captures registration details and checks documentation.
- If the credit/debit card is Chip & PIN the non-EEA national inserts his/her card into the PIN pad and enters his/her PIN number.
- Otherwise, the card is swiped by the registration officer running the card through the magnetic stripe reader.
- If the transaction is authorised by the bank, a certificate of registration is printed and issued to the non-EEA national. If the transaction is declined, the non-EEA national is issued with a bank giro form so that he/she may pay the fee at the bank.

Payment by Bank Giro Form at a networked station (listed above at Q. 4)

- The non-EEA national presents him/herself at the registration office. The registration officer captures registration details and checks documentation.
- The registration officer prints a payment notice and issues a bank giro form to the non-EEA national.
- Using the bank giro form provided, the non-EEA national pays the fee at the bank.
- The non-EEA national returns to the registration office to collect his/her certificate of registration.

Payment by Bank Giro Form at a Non-Networked Registration Office

- The non-EEA national presents him/herself at the registration office. The registration officer completes a GNIB2 form and sends it to Burgh Quay.
- The non-EEA national returns to the non-networked registration office to collect the payment notice and bank giro form.
- Using the bank giro form provided, the non-EEA national pays the fee at the bank.

- If the fee is paid in full, a certificate of registration is printed at Burgh Quay and sent to the non-networked registration office.
- The non-EEA national returns to the registration office to collect his/her certificate of registration.

6. Can the registration fee be paid any other way?

No. Payment must be made by credit/debit card or by bank giro at any of the five networked registration offices listed above, or by bank giro at any of the other registration offices nationwide.

7. What if I lose my bank giro form?

If you lose your bank giro form you should return to your local registration officer and you will receive a new form. Under no circumstances should you attempt to pay the fee by any bank giro form other than the one issued to you by a registration officer.

8. What are the opening hours of the GNIB Registration Office, 13/14 Burgh Quay, Dublin 2?

The opening hours of the Garda National Immigration Bureau, 13/14 Burgh Quay, Dublin 2 are: 8.00am to 10.00pm Monday to Thursday, 8.00am to 4.00pm on Fridays.