

User Guide for Employment Permits Online System



**An Roinn Fiontar,
Trádála agus Fostaíochta**
Department of Enterprise,
Trade and Employment

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Employment Permits Online System User Guide

The Employment Permits Online System (EPOS) allows applicants for Employment Permits and Trusted Partner Registrations to apply, make payments and submit supporting documentation online.

EPOS offers applicants with:

- Intuitive online user experience
- Ease of application completion with help information and relevant mandatory fields.
- Mandatory documentation identified per Permit Type with help information.
- Fast turnaround of Applications.

Given the benefits accruing to both applicants and the Department we would like applicants to now make their applications online.

1. Getting started

Access to EPOS is available through a dedicated web address <https://epos.djei.ie>.

The system is designed to be compatible with a multitude of mobile devices and browsers.

On opening this url you will be brought to the landing page of EPOS as shown.



Welcome to Employment Permits Online



In order to work in Ireland a non-EEA National, unless exempted, must have a valid employment permit issued on their behalf. The issue of an employment permit is predicated on a job offer from a prospective Irish employer who has made every effort to recruit an Irish or EEA national for the post. Applications are considered under the Employment Permits Acts 2003 and 2006, as amended, which set out in legislation the criteria in relation to the application, grant and refusal of employment permits.

In order to apply for an Employment Permit online you must have:

- Access to a scanner or camera to create electronic copies of required documentation to upload, and
- A valid credit/debit card to pay any fees that are applicable.

Help me choose Employment
Permit Application Form

I will select Employment Permit
Application Form from the list

2. How to find the correct application form

EPOS is designed to guide applicants to the correct form that best suits their circumstances.

2.1 Experienced users of the Employment Permits process

For applicants who are familiar with the current application process, permit types and application forms they can click on “I will select Employment Permit Application Form from the list”. The following screen will be displayed.



Find a Form

Use filters to search Standard Employer or Trusted Partner forms

Quick Access ▾

Forms ▾

Type text to filter (minimum 3 characters)

Contract for Services Employment Permit
Standard Employer (New)

Contract for Services Employment Permit
Standard Employer (Renewal)

Contract for Services Employment Permit
Trusted Partner (New)

Contract for Services Employment Permit
Trusted Partner (Renewal)

Critical Skills Employment Permit
Standard Employer (New)

Critical Skills Employment Permit
Trusted Partner (New)

Dependant/Partner/Spouse Employment
Permit
Standard Employer (New)

Dependant/Partner/Spouse Employment
Permit
Standard Employer (Renewal)

Dependant/Partner/Spouse Employment
Permit
Trusted Partner (New)

Dependant/Partner/Spouse Employment
Permit
Trusted Partner (Renewal)

Exchange Agreement Employment Permit
Standard Employer (New)

Exchange Agreement Employment Permit
Trusted Partner (New)

General Employment Permit
Standard Employer (New)

General Employment Permit
Standard Employer (Renewal)

General Employment Permit
Trusted Partner (New)

General Employment Permit
Trusted Partner (Renewal)

Internship Employment Permit
Standard Employer (New)

Internship Employment Permit
Trusted Partner (New)

Here applicants may select from the various Employment Permit application forms. A Forms dropdown can be used to refine the available forms between Forms for Standard Employers Only or Forms for Trusted Partners Only.

A text filter bar is also provided at the top of the page to narrow down the display of available application forms.

2.2 New users of the Employment Permits process

If you are a new user to the Employment Permits process you can click on “Help me choose Employment Permit Application Form” button to assist you in the application process. The following screen will be displayed.

Welcome screen ▸ Applicant Type

Select Applicant Type Quick Access ▾



[I am an Employer](#)

Employer

If you wish to apply for an Employment Permit and are:

- An Irish based Employer who has made an offer of employment to a Foreign National, or
- An Irish based Employer who wishes a Foreign National employed by an overseas Branch to carry out duties for you, or
- An Employer outside the State who has won a contract with an Irish based Employer and wishes to send a Foreign National to service that contract



[I am an Employee](#)


Employee

If you wish to apply for an Employment Permit and are:

- A Foreign National who has a job offer from an Irish based Employer, or
- A Foreign National who is the current holder of an Employment Permit and wish to renew that Employment Permit

2.3 I am an Employer

If you select the "I am an Employer" button you will be presented with the following screen.

Employment Permits  An Roinn Fiontar, Trádála agus Fostaíochta
Department of Enterprise, Trade and Employment Resume Work

Welcome screen ▸ Employer ▸ Employer Type

Are you registered as a Trusted Partner? Quick Access ▾

I am a Trusted Partner

If you have applied for and been registered as a Trusted Partner and have received a Trusted Partner Registration Number then please proceed here

[I am a Trusted Partner](#)

No, I am not registered as a Trusted Partner

If you wish to apply for Trusted Partner Registration then please proceed here

[Apply for Trusted Partner Registration](#)

If you do not wish to apply for Trusted Partner Registration then please proceed here

[Apply for an Employment Permit as a Standard Employer](#)

Who is a Trusted Partner?

A Trusted Partner is a Person who has made the offer of employment/Employer/Connected Person or Contractor who has applied for and been granted Trusted Partner status by the Department of Enterprise, Trade and Employment. [read more](#)

This screen allows you to further refine the application process and to indicate whether you are a Trusted Partner or a Standard Employer, or if you want to register as a Trusted Partner. Depending on your selection the system will refine the forms presented, based on whether you are a Trusted Partner; or a Standard Employer; or on whether you wish to apply for Trusted Partner Registration.

If you select "I am a Trusted Partner" or "Apply for an Employment Permit as a Standard Employer" you will be presented with the following screen.

This screen allows you to specify whether you wish to "Apply for New Employment Permit" or "Renew Existing Employment Permit".

Depending on your selection the system will refine the forms presented, based on whether you are a Trusted Partner or a Standard Employer and on whether you selected New or Renewal types.

2.4 I am an Employee

If you select the "I am an Employee" button you will be presented with the following screen.

This screen allows you to specify whether you wish to "Apply for New Employment Permit" or "Renew Existing Employment Permit".

Depending on your selection the system will refine the forms and present only those permit types for which an Employee may be the applicant.

3. Completing an application form

Once you have found the relevant application form for your circumstances you can click on that specific application button. On selecting the application, you will be presented with a popup box to provide necessary information before continuing the application process. This information will assist applicants in saving and resuming their application at a later date.

Please provide the following details of the Foreign National to start ✕

Passport Number	<input style="width: 90%;" type="text" value="Passport Number"/>
Passport Expiry Date	<input style="width: 90%;" type="text" value="dd/mm/yyyy"/> <div style="border: 1px solid #ccc; padding: 2px; width: 20px; text-align: center; cursor: pointer;"> </div>
First Name	<input style="width: 90%;" type="text" value="First Name"/>
Last Name	<input style="width: 90%;" type="text" value="Last Name"/>

Proceed

Once you enter the necessary information and click "Proceed" you will be brought to the relevant form. For the purpose of this User Manual we have selected a "Critical Skills Employment Permit – New Application (Standard Employer)" form.

3.1 Introduction Section

On opening each form you are presented with an Introduction Section which provides a short description of the permit being applied for and asks for information on who the Applicant for the permit is and whether an Agent is assisting in the process.



Critical Skills Employment Permit

New Application (Standard Employer)

My-WorkID: JchjcZTR

Please note this ID down. It will allow you to resume work.

[Click to copy your Work-ID to the clipboard](#)

Form Complete

Save Draft

Get as PDF

Exit

Introduction
Registration Details
Details of Foreign National
Details of Redundancy
Details of Employment
Details of Remuneration
Final Details

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- an employment permit for unemployment in respect of which there is a shortage in respect of the relevant qualifications, experience or skills which are required for the proper functioning of the economy and which employments are listed in Schedule 3 in the Principal Regulations, **or**
- all other employments with an annual remuneration of €60,000 or more, other than those employments for which an employment permit shall not be granted and which employments are listed in Schedule 4 in the Principal Regulations.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

1. Who is the Applicant --Select--

2. Are you an Agent acting for the Applicant --Select--

Form Complete

Save Draft

Get as PDF

Exit

3.2 MyWork-ID

In order to allow Applicants to put their work on the Application on hold and to resume it later, and to associate relevant signature pages with an application, the System automatically assigns a unique identifier - MyWork-ID – to each application form created. This is displayed to the user on the left hand side of the form in the Header Information. This is a case sensitive unique number and we would advise applicants to copy and paste it into your own records for use if resuming a form. The Department has **no access** to these numbers so **in the case that an applicant mislays this number then a new form must be created.**

It should also be noted that the draft application form and any associated attachments are only kept in the database for 28 days counting from the date of creation of that draft in the database. After that time the draft and any associated attachments which have not been submitted are removed from the database and its associated MyWork-ID is no longer valid.

3.3 Form Sections

In order to make the application process as user friendly as possible all forms have been broken down into manageable sections. The sections can be completed in any order and applicants can navigate in and out of particular sections of the form using the menu on the left hand side of the screen. This navigation menu moves with the screen scroll and as such can be accessed from wherever you are when completing the form.

Introduction
Registration Details
Details of Foreign National
Details of Redundancy
Details of Employment
Details of Remuneration
Final Details

The system also assists applicants in that once all of the required fields in a section have been completed successfully the relevant section is coloured in green as shown. The section you are currently in is coloured in navy and the sections not yet complete remain white.


Introduction
Registration Details
Details of Foreign National
Details of Redundancy
Details of Employment
Details of Remuneration
Final Details

3.4 Help Information

In order to assist applicants the Department has provided Help Text for specific questic? Where Help Text has been provided this will be evidenced by a question mark symbol at the end of the question. If you wish to view help text on a question, just hover the mouse cursor over

the question mark symbol, and the help text will appear as shown below. In some help texts there are links to additional information or other relevant websites to assist.

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Critical Skills Employment Permit
New Application (Standard Employer)

My-WorkID: JchjcZTR
Please note this ID down. It will allow you to resume work.
[Click to copy your Work-ID to the clipboard](#)

Form Complete
Save Draft
Get as PDF
Exit

Introduction
Registration Details
Details of Foreign National
Details of Redundancy
Details of Employment
Details of Remuneration
Final Details

1. Employer Registered Number
2. Company Name
3. Business Name
4. If the Person is a Charity,
5. If the Person is an Industry Society or a Registration

Applicant please read the declaration below carefully
I accept that I have an ethical and professional obligation to inform the Occupational Health professionals, in confidence, if I have any illness which could be a risk to patients or which could seriously impair my judgement in accordance to the Medical Council's Guide to Professional Conduct and Ethics for Registered Medical Practitioners (<https://www.medicalcouncil.ie/New-s-and-Publications/Reports/Guide->

☐ Not Applicable

☐ Not Applicable

☐ Not Applicable

☐ Not Applicable

3.5 Action Buttons

At the Top and Bottom of each screen there is a selection of action buttons as shown.

Form Complete
Save Draft
Get as PDF
Exit

3.5.1 Form Complete

Selecting 'Form Complete' will check if all mandatory parts of the form have been completed. If they have not been completed, the user will be presented with a pop-up box 'Application SignOff Error' highlighting these necessary answers, along with 'See' links that can be used to browse to the question that needs to be addressed as shown here. Once the user is satisfied that the form is complete they can then proceed to Form Submission – see 5 below.

Application Sign-Off Error

Introduction

Who is the Applicant	Field is required	See
Are you an Agent acting for the Applicant	Field is required	See

Part One Registration Details

Employer Registered Number	Field is required	See
Company Name Registered Number (if applicable)	Field is required	See
Business Name Registered Number (if applicable)	Field is required	See
If the Person who has made the offer of employment is a Charity, please supply the Charity Number	Field is required	See

3.5.2 Save Draft

The 'Save Draft' button will save all input information on an incomplete form so they may resume filling out the form at a later stage. The System also automatically saves the draft all during the completion process.

3.5.3 Get as PDF


The 'Get as PDF' button allows applicants to download a Draft Form completed with any answers to questions they have completed up to this time. The document will include a Draft watermark which is present up until the "Form Complete" stage. From here, the pop-up allows the PDF version of the form to be printed or downloaded as shown here.

Application Form PDF

Privacy Hint: Using shared device? Ensure that your personal data is protected well – remove this file from the device if you think someone else could access it.

Print Download

Work Id: JchjcZTR

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Trade and Employment

Critical Skills Employment Permit

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- an employment permit for unemployment in respect of which there is a shortage in respect of the relevant qualifications, experience or skills which are required for the proper functioning of the economy and which employments are listed in Schedule 3 in the Principal Regulations, or
- all other employments with an annual remuneration of €60,000 or more, other than those employments for which an employment permit shall not be granted and which employments are listed in Schedule 4 in the Principal Regulations.

3.5.4 Exit

The 'Exit' button simply returns the application to the landing page of EPOS see Section 1. above.

4. Save and Resume

Whenever you "Save" and "Exit" a form before it is submitted, either when in "Draft" mode or 'Set Complete' you are able to resume work on that form. To resume work, you can select the "Resume Work" button on the EPOS homepage. The System will present you with a pop-up requesting your MyWork-ID.

Resume Work (My Work-ID)

Provide your **MyWork-ID**

WorkId

☐ This MyWork-ID is for **Trusted Partner Registration** (New or Renewal)

MyWork-ID is an ID provided to you every time you start to work with a new form - if you have not completed your application in one go you can use MyWork-ID to resume your work.

Back
Resume

4.1 Resuming work on an Employment Permit form

If you are resuming work on an Employment Permit application form you can copy and paste your MyWork-ID into the text field and click "Resume" button. On the next screen you are asked to provide the Foreign Nationals passport number that you have previously provided when you were creating the form.

Resume Work (My Work-ID)

Passport number

Passport number

Back
Resume

4.2 Resuming work on a Trusted Partner Registration form

If you are resuming work on a Trusted Partner Registration form you can copy and paste your MyWork-ID into the text field and then tick "This MyWork-ID is for Trusted Partner Registration (New or Renewal)" and then select the "Resume" button. On the next screen you are asked to provide the Employer Registered Number that you have previously provided when you were creating the form.

Resume Work (My Work-ID)

Employer Registered Number

Employer Registered Number

Back
Resume

Once the system is satisfied that these answers are valid for your particular form the system will open your form on screen. If you have exited the form when editing it then the System brings you back to the Edit Form screen and the form will open on the Introduction Section. If you have already set the form as complete but have not yet submitted it you will be redirected to back to the Form Summary Screen.

4.3 Issues with Resuming Work

Given the nature of the information being captured in EPOS the System will only allow for resumption on a form where the answers to the validation questions match for that specific application i.e. MyWork-ID and the Passport Number. Should an applicant provide an incorrect MyWork-ID or Passport Number on the first step then the System will inform them of this fact. If a user has three unsuccessful attempts the system will automatically lock them out of the form for a period of 15 mins and they can then retry.

5. Form Submission

Once an applicant has completed all sections of the form they can proceed to submission of the application.

5.1 Form Complete

The applicant selects 'Form Complete' and will be presented with the following screen.


Are you sure you want to mark this form complete?

You cannot undo this process.
In next steps you will upload attachments and complete payment (if applicable)

No
Yes

Applicants should satisfy themselves that prior to marking a "Form Complete" that all of the information in the form is accurate and complete as once they have selected "Yes" and set the form as complete the information in the form can no longer be edited. Once you select "Yes" and the system is satisfied that the form is successfully validated you will be presented with the Form Summary Screen.

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My-WorkID: JchjcZTR
Please note this ID down. It will allow you to resume work.
[Click to copy your Work-ID to the clipboard](#)

Your Form is now Complete

Standard Employer - Critical Skills Employment Permit - New
Employment Permit Fee: 1,000.00 EUR

1. Print and Sign
[Print Form as PDF](#)

2. Attach Signature Page and Other Documents
[Add Attachment](#)

[Submit with Payment](#)
[Exit](#)

5.2 Print and Sign

On the Form Summary Screen you are able to view the completed PDF form which now displays without the "DRAFT" watermark. The completed form contains all of the information you provided online and now includes relevant signature pages, which are applicable. Similar to the "View as PDF" (Draft) functionality the System displays the form in a pop-up. From the pop-up, you are able to print the form and save it to your device. The applicant can Exit the process at this stage and Resume their work at a later date – see section 5.

It is up to the applicant to ensure that all of the signature pages are signed by the relevant signatories. The signatories must sign the signature page with an original signature and then these can then be scanned and for upload to the System. Given that the signatories are signing off on the information provided in a specific application form it is very important that the signature pages relate to that specific application and the Work IDs on the signature pages must match that of the completed form.

5.3 Attach Documents

Once the form has been 'Set Complete' the applicant can attach files. The System will only allow applicants to attach the following file types: PDF, PNG and JPEG/JPG and with a maximum file size limit of 10MB.

To attach a file you click the "Attach File" button and the System opens a pop-up as follows:

The system requires you to first select the Document Type from the drop-down (always defaulted to Signature Pages) and select the file to upload.

The drop-down list of attachment types differs between permit types and whether new or renewal. **Specific types of attachments are mandatory depending on the permit type and are marked as such whilst others are optional. It is up to all applicants to check all of the optional documents listed as some may be mandatory for specific employment types.**

Once you have selected the relevant file you can click the "Browse" button which opens a device-specific Open File Dialog that allows you to browse your device for file that you wish to attach.

Once you have selected the file and opened the file the System displays the name of that file next to the "Browse" button. If you have made a mistake and selected the wrong file or for any other reason you wish to select a different file you can click the "Browse" button again and select another file.

Once both the Document Type and the File are selected you are able to click "Attach" button (disabled until both are selected). On that the System verifies the selected file to comply with our specification requirements.

Should the file not satisfy the requirements then the System informs you of the reason for failure and allows you to choose to either navigate back to select a different file by clicking the "Cancel" button.

Attach Files

This file type is not allowed

Document Type

Rectangular Strip

Copy Of Foreign National's Passport (Mandatory)

Document Type Help:

Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature

Choose Attachment

C:\fakepath\Copy of Foreign Nationals Passport.gif


Browse

Cancel

Attach

Once the System is satisfied that the file conditions are met the System begins the file upload process during which the User is presented with "Uploading file, please wait..." message. The User is able to cancel the file upload process by clicking the "Cancel" button. Once the file is successfully uploaded the pop-up is automatically closed and the new attachment is displayed under Attachments section of the screen as follows:

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My-WorkID: JchjcZTR
Please note this ID down. It will allow you to resume work.
[Click to copy your Work-ID to the clipboard](#)

Your Form is now Complete

Standard Employer - Critical Skills Employment Permit - New
Employment Permit Fee: 1,000.00 EUR

1. Print and Sign
[Print Form as PDF](#)

2. Attach Signature Page and Other Documents

Signature Pages	✕ Remove 👁 View
-----------------	---

[Add Attachment](#)

[€ Submit with Payment](#)
[✕ Exit](#)

Once there is an Attachment saved against the Application Form you are able to “Remove” or “View” the attachment, if required. To do so you click the “Remove” or “View” button next to the attachment. On that the System will issue a confirmation dialog that requires you to click “Yes” in order to proceed or click “No” to cancel the process.

Continue the process for all of the Documents (both Mandatory and Optional) required for your specific application and employment. Once you are satisfied that all of the required documents have been uploaded you can then proceed to “Submit with Payment”.

5.4 Submit with Payment

When you first navigate to the Form Summary screen the system displays the fee payable for submitting the form. To submit the form you click the submit button that reads “Submit with Payment” in the case that the fee is not zero and “Submit” in the case it is.

The System will then verify the attachment requirements to ensure that at least all of Mandatory Documents are attached. In the event that some of the Mandatory Documents are not attached you will get the following error pop-up.

Following attachments are required

- Passport Photo of Foreign National

[✕ Close](#)

After the attachment requirements are verified the system will then submit the form.

5.4.1 No fee due

In the case where the no fee is due your form is submitted automatically and you are presented with a success message and informed that you can close the browser tab now. You are also given an option to navigate back to the EPOS homepage.

5.4.2 Fee due

In cases when there is a fee due on your Form you are redirected to the 3rd Party Payments Provider System to pay with your Credit/Debit Card.

Complete your details and click the “Pay Now” button. On that the Payment Services Provider System verifies your details and attempts to charge your Credit Card. If the transaction fails you are informed of the fact and given an option if you wish to try again. Once the transaction is successful the System provides you with a success message accompanied with the Payment ID and informs you that you can close the browser tab. You are also given an option to navigate back to the EPOS homepage.

5.5 E-mail receipt of Application

Once an applicant has submitted their application the information will be transferred electronically to the backend Employment Permits Management System and assigned a unique EP reference number. Once the application is created on the backend, the applicant and their authorised agent, if applicable, will receive an automatic e-mail acknowledgement of the application and will be provided with this unique EP reference number. This EP number can then be used in querying the status of your application online at:

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment->

Permits/Employment-Permit-Status-Form/.

6. Fees for Employment Permits

The fees for Employment Permits are laid out in Regulations made under the Employment Permits Act 2006, as amended. The current fees applying are:

Employment permit category	First application fee	Renewal fee
General Employment Permit	€1,000 up to 24 months and €500 for six months or less	€750 for six months or less €1,500 up to 36 months
Critical Skills Employment Permit	€1,000 up to 24 months	N/A
Dependant/Partner/Spouse Employment Permit	No fee	No fee
Intra-Company Transfer Employment Permit	€1,000 up to 24 months and €500 for six months or less	€500 for six months or less €1,000 up to 24 months €1,500 up to 36 months
Contract for Services Employment Permit	€1,000 up to 24 months and €500 for six months or less	€750 for six months or less €1,500 up to 36 months
Reactivation Employment Permit	€1,000 up to 24 months and €500 for six months or less	€750 for six months or less €1,500 up to 36 months
Sport and Cultural Employment Permit	€1,000 up to 24 months and €500 for six months or less	€750 for six months €1,500 up to 36 months
Exchange Agreement Employment Permit	No fee	N/A

Internship Employment Permit

€1,000 up to 12 months and €500 for N/A
six months or less

If a fee is applicable to your specific Employment Permit Type, the Employment Permits Regulations 2014, as amended, allows an applicant to request a waiver of the fee in the following cases:

- Where the applicant for an Employment Permit is the Person who has made the offer of employment, the Employer or the Connected Person and where they can show that they have charitable status confirmed by the Revenue Commissioners,
- All Employment Permit Applications in respect of non-EEA nationals who are married to or in a civil partnership with an Irish/EEA national, and
- General EP renewal applications in respect of Unlimited Permits.

6.1 How do I waive a fee on Charitable Status?

If the Person who has made the offer of employment, the Employer or the Connected Person is the applicant for the Employment Permit and they have charitable status confirmed by the Revenue Commissioners they should provide this information as follows:

6.1.1 Standard Employers

Provide your Charity Number at Question 4 in the Registration Details Section of the form. The number should be a numeric number pre-fixed by CHY.

4. If the Person who has made the offer of employment is a Charity, please supply the Charity Number ?	<input type="text" value="CHY"/>
	<input type="checkbox"/> Not Applicable

Standard Employers will have to provide the following additional documentation in these cases:

- If the Person who has made the offer of employment, the Employer or the Connected Person has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, a copy of an official letter from the Revenue Commissioners confirming charitable status must be provided.

6.1.2 Trusted Partners

Select "Yes" to Question 7 in the Trusted Partner Details Section of the form.

7. Is the Person who has made the offer of employment a Charity?

Yes

Trusted Partners must have provided their Charity Number and have provided an official letter from the Revenue Commissioners confirming charitable status as part of their Trusted Partner Registration application process.

At the "Form Complete" stage both a Standard Employer and a Trusted Partner will be asked to confirm that they are requesting a waiver of the fee on this basis.

Are you sure you want to mark this form complete?

You cannot undo this process.

In next steps you will upload attachments and complete payment (if applicable)

☐ Please confirm that you are satisfied that no Fee is required for this Permit Application due to the fact that:

- The applicant applying for the Employment Permit has charitable status with the Office of the Revenue Commissioners

No Yes

6.2 How do I waive a fee when the application is in respect of a non-EEA national married to or in a Civil Partnership with an Irish/EEA national?

If an Employment Permit application is in respect of a non-EEA national married to or in a Civil Partnership with an Irish/EEA national this information should be provided as follows:

Select "Yes" for the Question "Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?" and then provide their nationality at "What nationality is their spouse/partner?" in the Details of Foreign National Section of the form.

22. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?

Yes

23. What nationality is their spouse/partner?

Latvian

The following additional documentation will be mandatory in these cases:

- Clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
- A copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

At the "Form Complete" stage the applicant will be asked to confirm that they are requesting a waiver of the fee on this basis.

Are you sure you want to mark this form complete?

You cannot undo this process.

In next steps you will upload attachments and complete payment (if applicable)

☐ **Please confirm that you are satisfied that no Fee is required for this Permit Application due to the fact that:**

- The Employment Permit application is in respect of a Non-EEA national who is the Spouse/Civil Partner of an EEA national

No

Yes

6.3 How do I waive a fee for an Unlimited General Employment Permit?

If a Foreign National is the current holder of a General Employment Permit or the previous Work Permit Employment Permit and has been in continuous employment with his/her current employer for 5 years or more and wishes to apply for a Renewal General Employment Permit for an unlimited duration this information should be provided as follows:

Select "Yes" for the Question "Is the Proposed Period of Employment Permit Unlimited?" in the Details of Employment Section in the Renewal form.

At the "Form Complete" stage the applicant will be asked to confirm that they are requesting a waiver of the fee on this basis.

Are you sure you want to mark this form complete?



You cannot undo this process.

In next steps you will upload attachments and complete payment (if applicable)

☐ Please confirm that you are satisfied that no Fee is required for this Permit Application due to the fact that:

- The application is for a renewal Employment Permit of unlimited length

✕ No

✓ Yes

7. Passport Photo

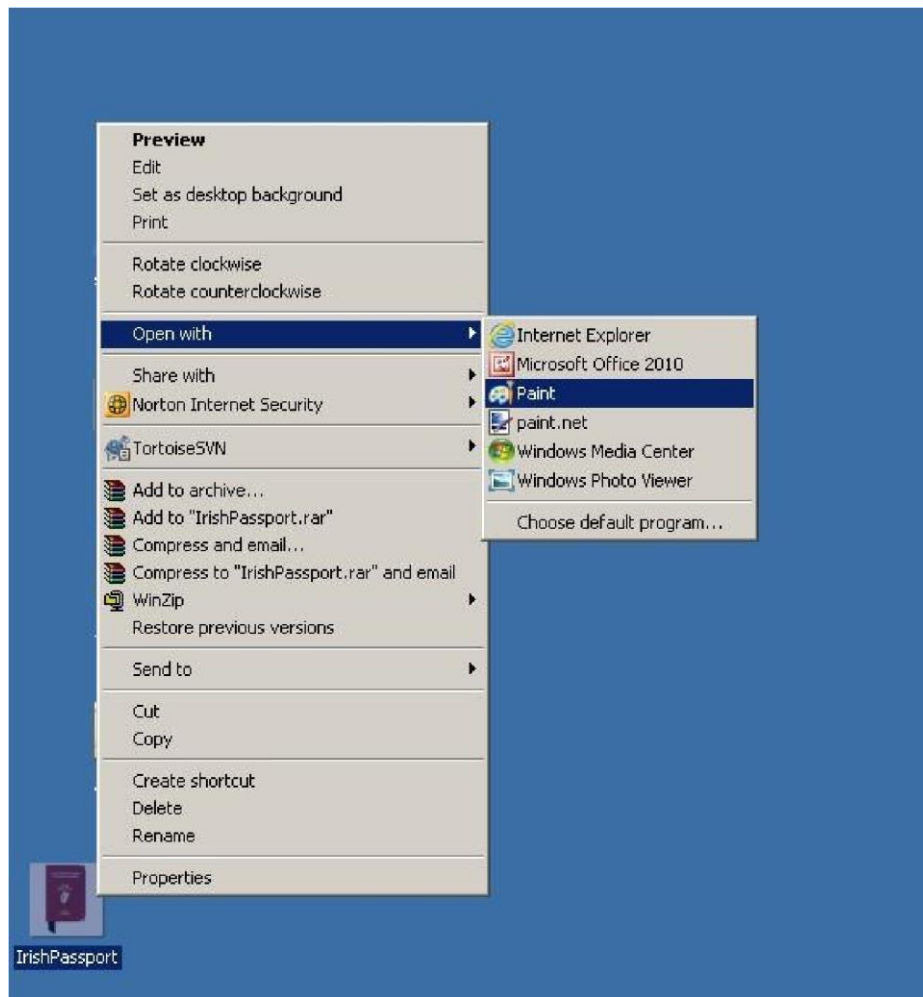
A passport photo of the Foreign National must be uploaded as part of the Documentary Attachments for all Employment Permit applications. In line with the Employment Permits Regulations, as amended the photo must be the same size and specifications as that provided for an Irish passport. These specifications are:

- Width of the image is 413 pixels (35mm @ 300dpi).
- Height of the image is 531 pixels (45mm @ 300dpi).

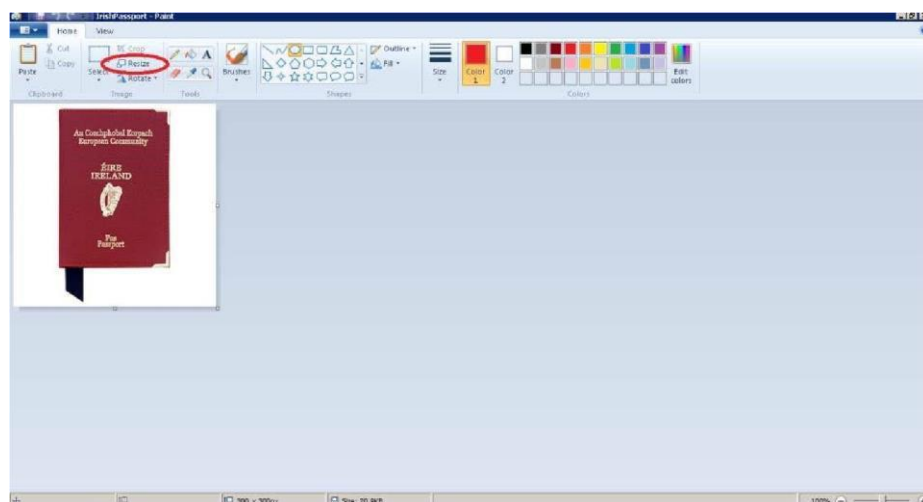
7.1 How can I re-size my photo to the required size?

Most scanners give an option to specify width/height when a photograph is scanned. However, if you do not have a scanner with this functionality to hand we attach for your convenience steps to resize image using MS-PAINT.

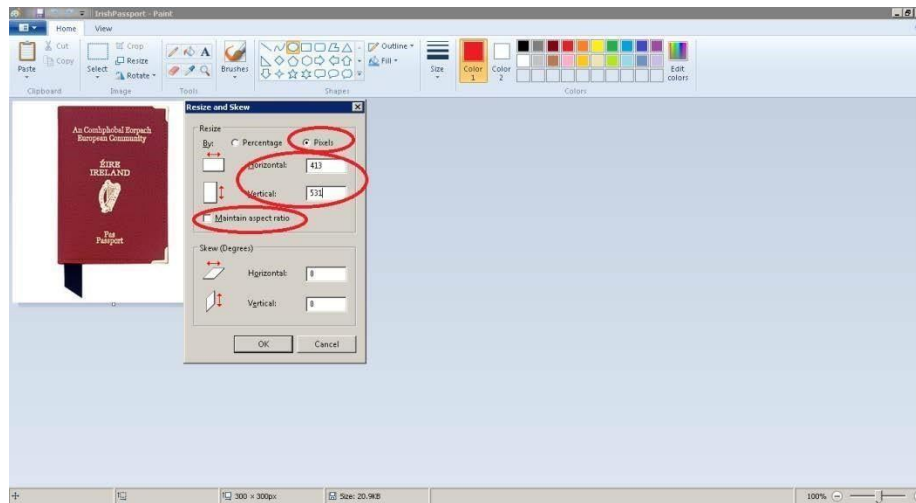
1. Right click the image and open it in MS-PAINT.



2. Click the Resize button on top.



3. In the next screen tick the Pixels radio button, check or uncheck the checkbox "Maintain aspect ratio" and enter Horizontal as 413 and Vertical as 531 size and click "OK".



Your photo should now be the exact size for upload.

8. Contact Us

The Department hopes that the Employment Permits Online System is user friendly, informative and will streamline the process in the making of an application for Trusted Partner Registration or an Employment Permit.

If you have:

- Any queries in relation to the online process,
- Come across any issues, or
- any feedback on your experience of the online process or any comments on information/help text.

You can e-mail our dedicated e-mail address at: epos@djei.ie or call us at (01) 417 5333 or LoCall: 1890 201 616 and select option 1.

The images on the cover of this document are of drawings by Gabriel Hayes who was commissioned in 1941 to design and complete a range of carved stonework for the facade of the Department of Industry and Commerce building at Kildare Street.

Employment Permits Section

Department of Enterprise, Trade and Employment

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Trádála agus Fostaíochta**
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