

Subject: Important notice on passports for travel during the Christmas period

Dear friends

Every year the Passport Section at the Embassy is inundated in December with emergency applications for passports to facilitate travel for Christmas. In an effort to avoid this and to ensure that there are no disappointed people who cannot get their passport in time I would like to remind you to confirm the validity date on your passport to ensure that it has not expired nor is about to expire leaving you without a passport, if required, for travel purposes in the next few months. As per our passport advice, you should always apply for your new passport at least three months before your current passport expires.

Passports can take up to 10 weeks to process from the date a correctly completed application form with the required supporting documentation is received here at the Passport Section in the Embassy. This means that if you need a new passport for Christmas you should apply without delay. The more processing time you give us the better chance that we can get your passport for you in time to travel.

Any queries about passports should be directed by email to Madrid.Passport@dfa.ie Any query about an existing application should always have on the Subject Heading of the email the name of the applicant, their date of birth and the 10 digit application number that begins with 10..... Our passport phone line is open from 09.30am – 13.00, Monday to Friday on 91 436 4093. If you need an application form you can collect one at your nearest Honorary Consulate during their morning opening hours (their details are on our website – www.irlanda.es), or you can send an email to our passport email address with your name, your full postal address and how many forms you need.

For general passport information I have attached to this circulation our Information Sheet on how to apply in Spain.

Kind regards

Embajada de Irlanda, Madrid
madridembassy@dfa.ie



FAILURE TO FOLLOW THESE INSTRUCTIONS MAY DELAY THE ISSUE OF YOUR NEW PASSPORT

In addition to the generic instructions on the passport application form notes, **please read these instructions carefully before completing the form**, as they are specific to any application being made to Embassy, Madrid.

IF YOU REQUIRE NOTIFICATION THAT YOUR APPLICATION HAS BEEN RECEIVED, PLEASE USE RECORDED DELIVERY ("CON ACUSE DE RECIBO") WHEN YOU SEND US YOUR APPLICATION BY REGISTERED MAIL.

DUE TO THE NUMBER OF APPLICATIONS WE RECEIVE, IT IS NOT POSSIBLE FOR THE EMBASSY TO ANSWER TELEPHONE/EMAIL QUERIES ABOUT RECEIPT OR STATUS OF APPLICATIONS. PLEASE KEEP A RECORD OF YOUR 11 DIGIT APPLICATION NO TO USE THIS TO TRACK THE APPLICATION ON OUR WEBSITE. IT MAY NOT APPEAR ON THIS TRACKING SYSTEM FOR UP TO 6 WEEKS.

1. **Processing time** - Passport applications can take a minimum of 8-10 weeks to process upon receipt of correct documentation at the Embassy.
2. **A large self-addressed PRE-PAID REGISTERED POST/POSTAL CERTIFICADO envelope should be included with the application** or a normal envelope with postage stamps worth a minimum of €4.26 on it (min weight 250 grms). If more than one application being submitted (additional weight) more stamps will be required, please consult your Correos Office.
3. **What to do with your current passport** - You should apply at least 4 months before your current passport expires. You have two options whereby you will have a valid passport in your possession while the new passport is being printed:
 - a) You can bring your current passport to your nearest Honorary Consulate/Embassy Madrid where it can be copied and certified. *This certified copy can be sent with your application.*
 - b) Or, you can send your current passport with your application, a 2nd self addressed PREPAID envelope or an **additional fee of €5** (which CAN ONLY BE PAID BY GIRO POSTAL payable to the Embajada de Irlanda at the address on next page) with a letter asking for your current passport to be returned while the new passport is being processed. Please note, your old passport has to be cancelled by an Honorary Consulate or the Embassy Madrid before the new passport can be given to you. If being cancelled by an Honorary Consulate then your prepaid SAE should be addressed to that Consulate so the new passport can be collected there when cancelling the old passport.
4. **Emergency** - In case of an emergency and using the same application form, you can apply for a temporary restricted urgent passport. These passports can be issued within two weeks of receipt of a complete application at the Embassy. *Proof of Travel ie. electronic tickets MUST be provided.* An additional charge of €55 for adults and €30 for minors is payable for a temporary passport. **Please email the Embassy once you have sent your emergency application, giving the details, so that it can be dealt with expediently when it arrives.** If your emergency is as a result of a LOST/STOLEN/DAMAGED ADULT passport please see our website in relation to separate requirements in that situation. - <http://www.irlanda.es/home/index.aspx?id=83930#pass>
5. **Children's applications**
 - a) **Child born in Spain** - If applying for a passport for a child born in Spain to an Irish citizen, it is necessary to include an original version of the long-form birth cert and civil marriage cert, if applicable, of the Irish-born parent. The birth cert of the child (Partida Literal de Nacimiento) is also required. El Libro de Familia or the Extracto Cert is NOT acceptable.

- b) **Witnesses** - If applying for a passport for a minor, the consent of both parents is required. BOTH PARENTS must sign the application form in the presence of a witness. If the same person witnesses all signatures, he/she must sign and stamp each column of the application form separately. Please note that forms will not be processed if the witness cannot verify that both parents (and child, if over 7) signed the form in his/her presence or if the witness cannot be contacted. Any child over 7 years of age needs to sign their own form in Section 8. All child applicants must be present when their form on Section 9 and photos are being witnessed.
6. **Witnesses – Pay particular attention to instructions on Section 9 with regards to witnessing of photos.**
- a) The form **MUST** be witnessed by one of the listed professions who is **not retired and works in Spain/Gibraltar/Tunisia or Andorra** (depending on where applicant is applying from), at the rank stated or higher.
- b) **Catalunya** - Please note that in Catalunya the only people that will act as a witness (unless you personally know someone of the other professions listed) for Section 7 and Section 9 are: Member of the Clergy, Medical Doctor, Lawyer, Bank Manager / Assistant Manager, School Principal / Vice Principal or Accountant.
- c) **Notarios** - Due to the fact that Spanish Notary Publics do not complete Section 9 of the application form in the way that is required by the Passport Office they are no longer accepted as witnesses for passport applications in Spain.
7. **Travelling to the United States** - Irish nationals entering the USA are now required to have either a MACHINE-READABLE PASSPORT (passport printed by machine with <<< markings on the details page) or a HANDWRITTEN PASSPORT WITH A VALID US ENTRY VISA. Any passport issued since 25 Oct 2006 needs to have the chip (photo of the chip on the front cover). **Emergency passports do not have the chip and therefore cannot be used for travel to the USA without a visa.** All full validity passports issued at Embassy, Madrid are machine-readable with a chip. Please see our website which has detailed information about passport requirements to enter the USA:
<http://www.dfa.ie/home/index.aspx?id=266#top>. An Irish passport need only be valid for the duration of your stay in the US. All Irish citizens are required to obtain travel authorisation prior to travelling to the USA. This authorisation should be obtained online, through the Electronic System for Travel Authorization (**ESTA**) <https://esta.cbp.dhs.gov>. There is a small fee involved.
8. **Contact details of the Embassy of Ireland** - Applications should be sent by post or courier to:
 Embajada de Irlanda
 Passport Section, Tel: +34 91436 4093 (9.30 – 13.00)
 Paseo de la Castellana 46, 4, Fax: +34 91 435 1677
 28046 Madrid. E-mail: madrid.passport@dfa.ie or
 madridembassy@dfa.ie <mailto:embajada@irlanda.es>
 España Website: www.irlanda.es
- N.B.** Applications **should NOT be sent to an Honorary Consulate** as Consulates do not process passport applications, and doing so will only **delay your application**. Applications witnessed outside of Ireland should NOT be sent direct to the Passport Office in Ireland as they will be returned to the relevant Embassy for processing. This will only **delay your application**.
9. **Fees** - are correct at the time of printing. Please confirm the fees on the Embassy website or with your nearest Consulate before sending in your completed application. Adult fees below apply for any person over the age of 18. **Payment is ONLY accepted by credit card (see Section 1 of the application form) or postal giro at the Post Office. If application is being made in person in Madrid, cash is accepted. CHEQUES or Bank Drafts are NOT accepted.**

Type of Passport	Adult	Child
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Adult 10 year – Standard passport	80	
Adult 10 year – Large passport (additional visa pages)	110	
Child under 3 years of age - 3 year passport		16
Child over 3/under 18 years of age - 5 year passport		26.50
Emergency Passport (only <i>in addition to one of the above,</i> <i>NEVER a fee on its own</i>)	55	30

Passport/Passport fees. DOC - **June 2012** edition.