

Subject: **Important notice from your Embassy on passports**

Dear friends,

Last year we sent our Irish community database an email reminder about the passport service in Embassy Madrid and got very positive feedback, so we would like to build on that. Please feel free to circulate this to other Irish citizens who might not be on our database.

Please take a moment to **check the expiry date on your passport**. You should always apply for your new passport at least **three** months before your current passport expires. People often realise at the last minute that their passport has expired and at peak periods, such as December or in the lead-up to the summer holidays, it can be very difficult for us to turn the application around in time for you to travel. 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 travel you should apply without delay**. One handy way to avoid the hassle of a late application is to use the automatic passport reminder service at:

<http://www.dfa.ie/home/index.aspx?id=81861>

Don't forget, should you need to travel while your passport application is being processed, you can still do so if your current passport remains valid. We can return your current passport to you if you provide a prepaid self-addressed envelope, or you can go to your nearest Honorary Consulate or to the Embassy to get a copy stamped instead of sending us the original. More details in the attached information sheet. Unfortunately, **approximately half of all passport applications we receive at the Embassy contain errors**, some so fundamental that the applicant has to apply afresh. This can be very frustrating for the applicant and contributes to longer processing times for everyone. We have created the **attached summary sheet** which explains the application procedure in Spain, and also highlights some of the most common mistakes. This sheet also tells you what to do in the case of an emergency application. Please make sure to read it before you fill in your application form.

The best way to contact us is via our dedicated passports email address, **Madrid.Passport@dfa.ie**. We endeavour to answer all queries promptly. If you wish to check on the status of your application, please use the online tracking system rather than email us. Any other query about an existing application should always have in the subject heading of the email the name of the applicant, their date of birth and the 11-digit application number that begins with 10\_\_\_\_. Our passport phone line is open from 09.30 – 13.00hrs, 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](http://www.irlanda.es)), or you can send an email to [Madrid.passport@dfa.ie](mailto:Madrid.passport@dfa.ie) with your name, your full postal address and the number of forms you need.

Safe travelling agus go n-éirí an bóthar libh,  
Caoimhe

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