

Applying for your Passport

Passport application forms are available at your local Post Office, public library or Garda station. It is very important to complete and have your application form witnessed correctly.

Take time to read the Passport Application Form Notes that accompany each application form. These Notes explain how to fill in and support your application form. For further information on passports, please visit the Passport Service's website www.passport.ie.

It should be remembered that incomplete passport application forms will result in a delay in the delivery of your passport. In such cases, the 10 working day service will not apply.

APPLY EARLY AND WELL IN ADVANCE OF PLANNED OR ANTICIPATED TRAVEL PLANS

For information relating to application requirements or issuing of your passport, please contact:

Passport Office
Molesworth Street
Dublin 2

24hr recorded information:

Lo Call 1890 426 800 or 01 679 7600

General Enquiries:

Lo Call 1890 426 888 or 01 671 1633
e-mail: passportdublin@dfa.ie

For applicants living in the Munster region only:

Passport Office
1a South Mall
Cork

24hr recorded information:

Lo Call 1890 426 800

General Enquiries:

Lo Call 1890 426 900 or 021 494 4700
e-mail: passportcork@dfa.ie
Website: www.passport.ie

For information relating to the Passport Express service, please contact An Post:

An Post Customer Services: 1850 57 58 59

Website: www.anpost.ie

Passport Express

Your passport delivered to your door in 10 working days



 **POST**

Do more.

Have your passport delivered to your door with Passport Express. It is the quickest, smartest and most cost effective way to get your passport and is available to you locally at over 1,100 Post Offices nationwide.



What are the benefits of Passport Express?

- Passport Express is a 10 working day service. It is the quickest and most transparent way to apply for a passport through the post.
- Passport Express is cost effective.
- Time is saved by avoiding travel to any of the Passport Service's public offices in Cork and Dublin. Instead, this service is readily available at your local Post Office.
- You avoid the long queues that may arise in Passport Offices particularly during busy periods.
- The delivery of your application and passport can be tracked through the An Post website.
- The receipt and progress of passport applications can be tracked separately through the Passport Service's website www.passport.ie. To do this, you will need your application number.
- All applications received by the Passport Service through Passport Express are given priority handling.

How much does Passport Express cost?

The administration fee for handling and priority postage and processing of the passport application is €8.50 for one application, and €14.50 for up to four applications. This fee is in addition to the actual passport fee. The current passport fees under this service are as follows:

Single Application	€8.50
Up to four applications	€14.50

Passport Fees

Standard 10 year Passport (18 years +)	€80.00
3 year Passport for infants (up to age 3)	€16.00
5 year Passport (for ages 3 to 17 years)	€26.50
Large Passport (66 page 10 year)	€110.00

What to do?

- Complete your application form and have it witnessed in accordance with the Passport Service's requirements.
- Hand the envelope with the application form and relevant supporting documentation to the Post Office counter clerk. Remember to leave the envelope open at this stage.
- The Post Office counter clerk will issue a receipt to you detailing the full costs and your passport application number. It is important to retain this receipt as the passport application number is a vital reference point for the Passport Service.

Payment can be made by Laser card, cash or cheque (made payable to An Post) with a banker's card. The price you pay includes the Passport Express fee, delivery to the Passport Office, priority handling of your application and delivery to you in 10 working days.*

*10 Working days excludes weekends and Bank Holidays.