APPLICATION FOR PERSONAL PUBLIC SERVICE NUMBER (PPS No.)

PPS No. ALLOCATED/TRACED: _______________________________________

THIS FORM IS TO BE COMPLETED ONLY IF YOU DO NOT ALREADY HOLD A PPS NO.
PLEASE USE BLOCK LETTERS.
ALL IRISH NATIONALS BORN IN 1971 OR AFTER SHOULD HAVE A PPS NO.
ALL PERSONS WHO HAVE WORKED IN THIS COUNTRY SINCE 1979 SHOULD HAVE A PPS NO.

If you already have an RSI Number this has now become your PPS No.
Please see Checklist (inside) for the list of documents which must be presented with this form.
Presented Documents may be held for checking.

Reason why PPS No. is required: _______________________________________

PART 1

PUBLIC SERVICE IDENTITY DATA

PLEASE STATE:

• TITLE □ Mr □ Mrs □ Ms □ Other

• FIRST NAME(S) _______________________________________

• SURNAME _______________________________________

• DATE OF BIRTH

  DAY MONTH YEAR

• ADDRESS _______________________________________

SEX □ Male □ Female

NATIONALITY _______________________________________

YOUR TOWN AND COUNTRY OF BIRTH

  TOWN

  COUNTRY

IF YOU HAVE CHANGED YOUR SURNAME PLEASE STATE YOUR BIRTH SURNAME

MOTHER'S BIRTH SURNAME

  1
PART 2  Additional Information

Name and Address of Employer

Employer's Registered (PAYE) Number

Date of taking up employment

Irish National Insurance number
(if born before 1963)

Your Social Security, Insurance or Registration Number in another country

If you are (or were ever) in receipt of any Social Welfare Pension, Benefit or Allowance in this country, the EU or the UK, please give details of type and reference number, if known

Country where you were previously employed or educated, if outside Ireland

Latest date of taking up residence in Ireland

Your Telephone No.  Code  Local Number

Marital Status

Married  Single  Separated

Cohabiting  Widowed  Divorced

Spouse/Partner's Full Name

Spouse/Partner's PPS No. (RSI No.)

Date of Marriage

PART 3  Witnessed Declaration

I declare that all the information supplied on this form is correct to the best of my knowledge.

Your Signature

Signature of Witness

Date

Date

WARNING: PENALTY FOR FALSE STATEMENTS OR UTTERING FALSE DOCUMENTS: FINE OR IMPRISONMENT OR BOTH
INFORMATION NOTE

The Social Welfare Act, 1998 provides for the introduction of the Personal Public Service Number (PPS No.), formerly known as the RSI Number. Your PPS No. together with associated identity data forms your Public Service Identity (PSI) introduced in 2002.

If you commence employment or a training course and you do not have a PPS No., it is very important that you apply for a PPS No. to ensure that your PRSI record is correctly updated. It is also important that you give your PPS No. to your employer at the commencement of your employment.

CHECKLIST

LIST OF DOCUMENTS WHICH MUST BE PRESENTED WITH THIS FORM:

IRISH NATIONALS
• Long form of Birth Certificate
  and
• Valid photographic ID, e.g. Current Valid Passport or Full Driving Licence, Employment ID Card etc.
  and
• Evidence of address.

UK CITIZENS - (may include residents of Northern Ireland)
• Current Valid Passport
  or
• Birth Certificate (long form preferred) and valid photographic ID e.g. Full Driving Licence, Employment ID (with photo)
  and
• Evidence of either work/claim/residency/tax liability/education history in the UK or Northern Ireland
  and
• Evidence of address.

EEA CITIZENS -(EU Nationals - (other than UK) and Citizens of Iceland, Norway and Liechtenstein) plus Switzerland
• Current Valid Passport or National Identity Card
  and
• Evidence of either birth/work/unemployment/residency/tax liability/education in an EU/EEA country or Switzerland
  and
• Evidence of address in Ireland.

NON-EEA NATIONALS
• Current Valid Passport or Certificate of Registration with the Department of Justice, Equality and Law Reform (Green Book or Plastic card)
  and
• Evidence of either birth/work/unemployment/residency/tax liability/education in the relevant country
  and
• Evidence of address in Ireland.

The following documents are NOT ACCEPTABLE: Short form of Irish birth certificate, provisional driving licence, baptismal certificate, personal letter and photocopies of certificates.

Data Protection and Freedom of Information

The Department of Social and Family Affairs will treat all information and personal data which you give as confidential. It will only be disclosed to other bodies in accordance with law and it will be subject to the Department’s responsibilities under the Data Protection Act and Freedom of Information Act.
Photocopies of the documents inspected should be attached and filed with this form. You should indicate what happened to the inspected or requested documents.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Inspected (Y/N)</th>
<th>Requested (Y/N)</th>
<th>Held (Y/N)</th>
<th>Date</th>
<th>Official Stamp of Section or Office Issuing this Form</th>
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<tbody>
<tr>
<td>Birth Certificate</td>
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<td>Passport</td>
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<td>Other</td>
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<td>Social Services Card Ordered</td>
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</table>

Signature of Officer checking REG1 form and documents

Signature of Officer Registering Client

Date

Return of Documents Held for Checking

Acknowledgement (to be signed by customer and witnessed by the officer returning the documents)

I acknowledge return of the documents indicated by Y (as held) above submitted in support of my PPS No. Application.

Signature

Date

Signature of Witness

Date
APPLICATION FOR A PPS NUMBER BY A NON-RESIDENT

The normal procedure is to make personal application at one of the Departments Local Social Welfare Offices and provide Proof of Identity.

Where the attached Reg1 form is used for application for a PPS Number by a person not resident in the state for Probate, Beneficiary, Tax, Employment or other purposes and where a professional person i.e. solicitor, accountant, tax consultant, employer, etc is acting on their behalf, the PPS Number maybe given to such third party/parties. The onus is on the applicant, (or the third party acting on his/her behalf) to furnish the PPS Number to the Revenue Commissioners, other Government Department or service providers requesting it.

In order to comply with Data Protection Legislation, the applicant must give his/her permission for the PPS Number allocated to be given to the third party/parties.

The form itself should be completed as far as possible by the applicant and returned via the retained third party (Solicitor, Accountant etc) to Client Identity Services with headed paper of the third party and accompanied by either COPIES* of PASSPORT or NATIONAL IDENTITY CARD which will confirm the identity of the applicant** and that he/she is resident outside the state.

*The Check List of Documents on the form itself may be ignored in these exceptions. Original documents need not be sent.

**Where an overseas applicant is a minor the Reg1 Form should be completed by parent/guardian. In the absence of Passport or Identity Card a copy of the Birth Certificate will suffice.

Completed forms should be returned to CLIENT IDENTITY SERVICES at the above address. Tel: +353 1 704 3281, Fax: +353 1 704 3237

FORM OF CONSENT

TO: CLIENT IDENTITY SERVICES

I hereby give my permission for the PPS Number allocated on the basis of the attached Reg1 Form to be given to the third party/parties acting on my behalf in dealings with the Revenue Commissioners, Government Departments and other service providers in Ireland.

Signature: ____________________________

Date: ____________________________

This Form of Consent must accompany the completed Reg1 Form and letter from the third party.