

Republic of Ireland nationals

Background

1. The Republic of Ireland (RoI) is also known as Southern Ireland or Eire and is not part of the UK. People from the RoI are permitted to travel to the UK without holding a passport or passport card, and they also have the right to live and work in the UK.

Interviewing officer – additional action if applicant has no passport or passport card

2. If the Republic of Ireland (RoI) applicant does not hold a passport or passport card, they may provide forms of secondary documentation for example, birth certificate, driving licence etc.
3. To confirm their identity and right to work (RTW), the following additional information **must** be recorded on the CA5400 at Part 4 Other information:

Step	Action
1	Ask and record their last address in Republic of Ireland
2	Ask and record their Personal Public Service Number (PPS No)
3	Ask and record their mother's maiden name
4	Ask and record which benefits they have claimed in RoI and from which office
5	Ask and record how the applicant travelled to the UK (photo ID is required for travel by aeroplane)
6	Photocopy all documentation that the applicant is able to provide

4. The National Insurance Number (NINo) decision maker at the NINo Centre (NC) use the above information when contacting the Department of Social and Family Affairs in the RoI to corroborate the customer's identity.

Decision maker – additional action if applicant has no passport or passport card

This process relates to Irish nationals that have only produced Secondary Documents in support of their identity, usually an Irish birth certificate or driving licence. To confirm the applicant's identity, you need to corroborate certain personal information with the Control Policy Unit, Department of Social and Family Affairs in the Republic of Ireland, by fax.

Step	Action
1	Access CA5400 and ID documents on DRS via CAMLite. If applicant hasn't produced secondary ID documents, refuse by following instructions for Refusals. Refuse as 'insufficient evidence of ID', see Refusal action.
2	Access LMS to check details against CA5400
3	On CA5400, Part 4 Other information, check that the following information has been recorded: <ul style="list-style-type: none">• Applicant's last address in the Republic of Ireland (RoI)• Applicant's Personal Public Services Number (PPS No)

	<ul style="list-style-type: none"> • Applicant's mother's maiden name • Whether the applicant has ever claimed any Social Welfare Benefits in the RoI, and if so, which benefit was received and the office that it was claimed from • How the applicant travelled into the UK.
4	If the above information has been recorded at Part 4 on the CA5400 go to step 7. If not, but the applicant has provided secondary ID, such as birth certificate, driving licence, go to step 5.
5	Contact the applicant by phone to obtain the relevant / missing information, and then go to step 7. If you are unable to contact the customer go to step 6.
6	Send a letter to the applicant requesting the relevant / missing information, following instructions for BF action. When the applicant has provided the necessary information go to step 7. If applicant does not reply by the BF date, follow instructions for refusal action and refuse as 'insufficient evidence of ID'.
7	Complete the Irish fax template with the following information: <ul style="list-style-type: none"> • The correct spelling and order of applicant's name • Applicant's date of birth • Applicant's PPS No • Applicant's last address in the RoI • The maiden name of the applicant's mother • Details of any benefit claimed whilst living in the RoI
8	Send the fax to the Central Control Unit (CPU) in the RoI - fax number XXXXX XX XXXXXXXX [Telephone number – Exclusion 40 applied – Personal Information]
9	Set BF action for reply from CPU. Record in LMS Conversations 'Fax sent to the RoI'
10	When the reply is received from the CPU confirming information, record in LMS Conversations 'Fax received confirming information'. Process as a RTW or Benefit Inspired application as appropriate, including CIS Tracing, Allocate/Upgrade, eNIRS, Update LMS and CAMLite
11	If CPU is unable to confirm the information that had been supplied, record in LMS Conversations 'Fax received, CPU unable to confirm details'. Refuse, following instructions for Refusing a NINo and refuse as 'insufficient evidence of ID'.