

Documentation Required for PPSN

When submitting application for a PPS Number from abroad, please ensure the following is enclosed to expedite waiting time for PPS Numbers:

- REG1 Application Form (must include **mother's birth surname** and co-signed by a **witness** – a person known to you)
- Signed **Declaration**
- **Documentary evidence** to show that a PPSN is required (a letter from WIT)
- **UK Nationals** – Copy of Passport (or copy of Drivers Licence which must be accompanied by a Birth Certificate)
- **EU Nationals and EEA Countries** – Copy of Passport or copy of both sides of National ID card; **Non EEA Countries** – Copy of Passport

Note: The Exceptional application process cannot be availed of if you are living in or intend to relocate to Ireland for any period of time.

You need to complete the documentation below, along with REG1, and either scan and email OR post the application to:

Scan and email to: cis@welfare.ie

Post: Client Identity Services
Department of Social Protection
Shannon Lodge
Carrick on Shannon
Co. Leitrim
Ireland

A PPS number will be sent to you within 2 weeks.

PPS NUMBER EXCEPTIONAL APPLICATION PROCEDURE/REQUIRED DOCUMENTS

The standard procedure for obtaining a PPS No is to make an application in person at one of the Departments' Registration Centres and provide Proof of Identity.

An exemption from the standard procedure may be authorised by Client Identity Services in circumstances where the applicant is Ill/incapacitated, Non-Resident or working abroad. Where an exemption from the standard procedure has been authorised the following applies:

1. Complete this declaration and return it with a REG1 form, completed as far as possible, to Client Identity Services at the above address accompanied by evidence of your identity and evidence of address.

- **Irish Nationals** – **Copy** of Long form Birth Certificate and **copy** of valid photographic ID (Passport/Drivers Licence)
- **UK Nationals** –**Copy** of Passport (or **Copy** of Drivers Licence which must be accompanied by a Birth Certificate)
- **EU Nationals and EEA countries-** **Copy** of Passport or **copy** of both sides of National ID card
- **Non EEA countries**–Copy of Passport
- **If applicant under 16 years** - a **copy** of applicants Birth Cert and a **copy** of parents Passport should accompany Reg1.
- **Documentary evidence to show that a PPSN is required**

Note: The Exceptional application process cannot be availed of if you are living in or intend to

2. We will process your application and forward your PPS Number, but it is your responsibility to present the number to the Revenue Commissioners, Health Board or other Public Service providers requesting it
3. Client Identity Services reserves the right to decline to process any postal application, and also to insist on personal application at a Social Welfare Local Office where this is considered possible and practicable.

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Declaration (tick the appropriate box/es)

I enclose my application for a PPS Number and I declare that I am unable to make personal application at a Social Welfare Registration Centre because I am:

Non-Resident

Ill /Incapacitated*

Working Abroad

(Please Specify)* _____

Signature: _____ Date: _____

Án Roinn Gnóthaí Sóisilacha
Agus Teaghlaigh
Oifig Seirbhísí Leasa Shoisialaigh
Grianán na Sionna
Cora Droma Ruisc
Co Liatroma



Tel: 00353 1 7043000
1890 927 999

Department of Social
and Family Affairs
Social Welfare Services Office
Shannon Lodge
Carrick on Shannon
Co Leitrim

If the PPS number is required for the following please state clearly:

For a property transaction, please state the transaction and give the full address of the property

For probate/inheritance, please give the name and date of death of the benefactor

✓ For any other reason, please give details, you must provide documentary evidence of same.

Signed _____

Date _____