Online appointment system for Irish Naturalisation and Immigration Service (INIS)

How to book an appointment


2. Click on “Make Appointment”
3. Fill in your details.

4. Click on “Look for Appointment”
5. Click on the “Search for appointments by” drop-down menu

6. Click on “Find available appointments”
7. Select an appointment time slot by clicking “Book This”

8. Enter text in box & click “Submit”
9. Print appointment confirmation

10. Arrive at Burgh Quay Office 10 minutes prior to appointment time with appointment confirmation and required documents.

Contact details for the Burgh Quay Registration Office

Registration Office
Irish Naturalisation and Immigration Service
13/14 Burgh Quay
Dublin 2

Email: burghquayregoffice@justice.ie (if you live in Dublin only)

Emails that include the following information are answered most quickly:
Certificate of Registration (GNIB card) number
Full name
Date of birth

Required documents for **first-time registrants**:
- Your passport
- A college letter stating the course and its duration and that fees have been paid, this can be obtained from the Academic Registry (AR), note that it takes 2-5 working days for AR to process letter requests
- Proof of scholarship funding (if appropriate)
• Proof that you have private medical insurance which covers you in Ireland. (eg. O'Driscoll O’Neil Insurance: http://www.odon.ie/universities/Website/tcd)

If you did **not** need a visa to come to Ireland, you must also prove that you can support yourself financially after you arrive here. You do this by showing you have direct access to:
• €3,000, if you are staying for more than 6 months (Bank Statement)
• €500 per month or €3,000 (in total) if you are staying 6 months or less

Required documents for student **renewals**:
• Your passport
• Proof that you are enrolled on a course of full time day time education for a minimum of 25 weeks (letter from Academic Registry)
• Proof that you have paid college/university fees (letter from Academic Registry)
• Proof of scholarship funding (if applicable)
• Proof that you have private medical insurance (eg. O'Driscoll O’Neil Insurance: http://www.odon.ie/universities/Website/tcd)

**N.B. Students who do not have all the correct documents will be sent away** and will have to rebook an appointment via the online system.

Fee for registration:
€300

Payment methods:
Credit card & debit card
No cash payments

Details regarding fees & payment:
http://www.inis.gov.ie/en/INIS/Pages/registration-fees

More information can be found here: http://www.inis.gov.ie/en/INIS/Pages/new-immigration-appointment-system

If you have any questions please contact Colum Cronin, Global Room Manager:
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