CONSENT FOR THE PPS NUMBER TO BE GIVEN TO THIRD PARTIES

***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***

* Complete this declaration and return it with a REG1 form, completed as far as possible, to Client Identity Services accompanied by evidence of your identity.
* **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 relocate to Ireland for any period of time**
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When the REG1 form is used for the application for a PPSN 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 may be given to such third party/parties. The onus is on the applicant, (or the third party acting on this/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 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 the appropriate identity documents as described above.
* When an overseas applicant is a minor the REG 1 form should be completed by the 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 via the third party at Department of Employment Affairs and Social Protection, Shannon Lodge, Carrick-On-Shannon, Co. Leitrim. TEL +353 (0) 1 7043281 or scanned and sent to CIS@welfare.ie
* 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.

**FORM OF CONSENT**

TO: CLIENT IDENTITY SERVICES

I hereby give permission for the PPS Number allocated on the basis of the attached REG1 Form to be given to National University of Ireland, Galway, the third party 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 covering letter from Third Party.**