

REPUBLIC OF IRELAND

INSTRUCTION FOR EACH PERSON REQUIRING A VISA

- **You need an official “LETTER OF INVITATION”:** Please send to **INBO Secretariat full DETAILS of INVITEE/DELEGATE**—SPACE PROVIDED for TITLE, FULL NAME (as per Passport), COUNTRY of ORIGIN and ADDRESS DETAILS , Passport number and date of expiration and REASON by way of OCCUPATION etc. why it is VERY VERY URGENT for this PERSON TO ATTEND
2. **INSTRUCT EACH PERSON REQUIRING A VISA TO**----Go to Website www.inis.gov.ie and ---to Download/Complete and SCAN for DIGITAL SUBMISSION by E-mail to Irish Authorities and/or Digitally Fully Complete the VISA APPLICATION FORM in accordance with ALL INSTRUCTIONS on this dedicated Website for the VIISAS to the REPUBLIC of IRELAND ----
 3. INSTRUCT Invitee/Delegate to **FULLY PREPARE and COMPLETE ALL the REQUIRED DOCUMENTATION in DIGITAL FORMAT for E-mailing as URGENT**
 4. **MARK ALL DOCUMENTS AS ----- “EXTREMELY URGENT”**
 5. **SUBMIT ALL FULLY COMPLETED DOCUMENTS with COMPLETED APPLICATION FORM and LETTER of INVITATION to the following E-mail:**
iniscustomerservice@justice.ie and again MARK ALL on E-mail ---
“EXTREMELY URGENT”
 6. **Be advised that the necessary VISA should issue in 10-12 Days---in time for Travel etc.**