

Madame, Monsieur,

Tout élève inscrit dans un établissement irlandais (vraiment indispensable pour les élèves Eurocampus de 5<sup>ème</sup>, 4<sup>ème</sup> et 3<sup>ème</sup> et conseillé pour les autres classes) doit **impérativement** être enregistré sous un numéro dit « PPS number ». Votre enfant étant inscrit dans une classe participant au projet de partenariat avec le lycée St Kilian, le Ministère de l'Education irlandais exige qu'un numéro PPS soit attribué à nos élèves dans les classes en immersion.

**ATTENTION** : Un enfant mineur doit absolument être accompagné d'un de ses parents lors de la demande de ce document.

Les parents doivent en faire la demande auprès du  
« The Department of Family and Social Affairs »

Intreo Centre Parnell Square  
22 Kings Inn Street  
Dublin 1  
Tel: 01 88 99 500

Ouvert de 9h30 à 16h, les lundis, mardis, mercredis et vendredis et de 10h30 à 16h les jeudis

Nous vous prions donc de bien vouloir faire cette démarche au plus vite afin que l'inscription de votre enfant soit en ordre dès la rentrée.

**ATTENTION** : Nous vous rappelons que sans numéro PPS, votre enfant ne pourra passer aucun examen de cycle collège.

*Vous trouverez toute information concernant le PPS number sur le site [www.citizensinformation.ie](http://www.citizensinformation.ie) et sur la page 2 (copie page internet)*

Administration LFI

## PPS Number - How to Apply



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### Allocation of Personal Public Service Number (PPS Number)

#### Resident customers

Resident Customers who have not previously been allocated a PPS Number should complete an Application Form (REG 1) available only in our network of [PPS Number allocation centres](#) and submit the appropriate identity documents listed in the table below.

#### Proof of Identity

Proof of identity is a vitally important aspect of the registration procedure and must be established before a PPS Number is allocated. Documents presented may be held for authentication. The following are the prescribed documents to accompany a PPS Number application:

Documents that may accompany an application for a PPS Number				
	Irish National	UK Citizens (May include citizens of Northern Ireland)	EU Nationals and Other EEA Citizens (Includes EU Nationals and Citizens of Iceland, Liechtenstein, Norway plus Switzerland.	Non EEA National
<b>Birth Certificate/Passport</b>	Birth or Adoption Certificate <b>and</b>	Passport or Birth Certificate <b>and</b>	Current Valid Passport or National Identity Card <b>and</b>	Current Valid Passport or Current Valid 1951 Travel Document <b>and</b>
<b>Photographic Identification</b>	Valid Photographic Identification e.g. Passport or Current Valid Full Irish or UK Driving Licence <b>and</b>	Valid Photographic Identification e.g. Current Valid Irish or UK Driving Licence <b>and</b>	<b>and</b>	<b>and</b>
<b>Address</b>	Evidence of Address in Ireland	Evidence of Address in Ireland	Evidence of Address in Ireland	Evidence of Address in Ireland

#### The following are not acceptable as Proof of ID

- Baptismal Certificate
- Employment Identity cards or Personal letters
- Photo-copies of certificates/document
- Expired documents (For Irish and UK citizens passports expired within the last 12 months may be accepted)

## Address Documents

The document submitted, as proof of address, must show the customer's name and address and can be any one of the following:

- a household utility bill
- an official letter/document,
- financial statement,
- property lease or tenancy agreement,
- verifiable\* employer's letter,
- confirmation of address by a third party such as a school principal/administrator, accommodation/property owner\*\* or manager.

\* *It is not necessary that the employer owns/provides the address accommodation.*

\*\* *Where an applicant is staying with friends/relatives an original household bill plus a note from the bill holder confirming residency at the bill address is acceptable. This note can be written on the bill itself.*

## Notification of PPS Number

Following successful registration, customers will be advised of their new number through the issue of a letter of notification sent automatically to the address given on the application form within 3 to 5 working days. This letter is acceptable proof of one's number for transactions with specified bodies for public services e.g., health, education, Revenue, employment, Driving Licence.

**Last modified:**19/01/20