

Consular request — document checklist

Use this checklist when preparing any consular request to CCI. Submitting clear, certified copies of the right documents accelerates processing and reduces the chance of refusal.

All requests — base documents

- Valid photo ID (passport, residence permit or national ID card).
- Proof of address in Ireland dated within the last 3 months (utility bill, bank statement, lease).
- PPS number (where available).
- Recent passport-size photograph (white background) for issued documents.

Passport renewal / new passport

- Previous Congolese passport (original) or police report if lost or stolen.
- Full birth certificate.
- Two recent biometric photographs.
- Proof of payment of the consular fee.

Civil-status documents (birth, marriage, death certificates)

- Existing original civil-status document (if held).
- Affidavit or sworn declaration of the requested fact (if no original exists).
- Two adult witnesses' signed statements where applicable.
- ID of all parties named on the certificate.

Legal aid request

- Summary of your case in writing (1–2 pages).
- All correspondence already received (Garda, court, immigration, employer).
- Court summons, charge sheet or eviction notice, if any.
- Proof of income — for legal-aid means assessment.

Repatriation assistance (return of remains)

- Death certificate of the deceased issued in Ireland.
- ID of the deceased and of the next of kin making the request.
- No-objection letter from the family in DRC.
- Quotation from an Irish funeral director willing to coordinate repatriation.

Emergency consular assistance

- Any document evidencing the emergency (hospital admission letter, Garda PULSE number, detention notice).
- Contact details of next of kin in Ireland and in the DRC.

Formatting tips

- Scan in colour at 300 DPI minimum. Submit as PDF where possible.
- Each file must be under 10 MB; up to 5 files per request.
- Foreign-language documents should be accompanied by a certified English or French translation.

This guide is provided by CCI (Congolese Community in Ireland) as general information only. It is not legal advice. For your specific case contact the CCI Legal & Immigration Desk on +353 (0)1 000 0001 or a qualified solicitor.