



PROMOTING & PROTECTING HUMAN RIGHTS

MOVING OUT OF DIRECT PROVISION

A STEP-BY-STEP PROCESS
- LIMERICK GUIDE -

Doras is an independent, non-profit, non-governmental organisation working to support & promote the rights of migrants living in Ireland.



CONTACT DETAILS

Address: Doras, 51a O'Connell Street, Limerick.

Website: www.doras.org

Email: info@doras.org

Tel: 061 310 328 (Office hours) // 087 080 2378 (24 hours)

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BOOKLET OVERVIEW

This booklet is intended to support individuals who have received a positive decision regarding their application for International Protection and are starting the process of moving out of Direct Provision and into independent accommodation in Limerick.

If you need any further information or support during this process, please contact the Doras office by phone or email to make an appointment.

Contact Us

Phone: 061 310 328

Mobile: 083 0802378

Email: info@doras.org

Web: www.doras.org

IRISH RESIDENCE PERMIT (IRP)



What is an Irish Residence Permit (IRP)?

This card is proof that you have legal permission to reside in Ireland. Your Irish Residence Permit (IRP) will be requested when applying for Social Welfare, and by potential employers.

Everyone aged 16 or older must hold an Irish Residence Permit (IRP).

Children aged 15 or younger do not need one, however they must register with the Garda National Immigration Bureau (GNIB) and obtain an IRP as soon as they turn 16.



WHERE TO APPLY

Visit your local Immigration office, known as Garda National Immigration Bureau (GNIB) to make an application in person.

Limerick City Immigration office / GNIB:

Address: Henry Street Garda Station, Limerick City Centre

Email: limerick.registration@garda.ie

You can also apply by emailing limerick.registration@garda.ie with your name, person ID, and date of birth requesting an appointment to register.

HOW TO APPLY

Bring your:

- International Protection declaration from the Minister, or details of your Permission To Remain
- Temporary Residence Card
- The letter from Immigration Service Delivery (ISD) stating your application has been approved
- Letter from your Direct Provision accommodation centre as proof of residence

Once you have registered, your **Irish Residence Permit (IRP)** will be issued within approximately 2 - 4 weeks.

SOCIAL WELFARE



When you receive your Irish Residence Permit, you will have immigration permission known as Stamp 4. You may have access to a number of Social Welfare payments, including Jobseeker's Allowance, Child Benefit, Disability Allowance, Back to Education Allowance and more. To find out which payments you are eligible for, ask at your local Social Welfare office or Intreo Centre.

Visit your local Intreo Centre to discuss your social welfare entitlements. Find your local Intreo Centre online here:

www.gov.ie/intreocentres

Unemployment (Jobseeker's Allowance)

When you receive your Irish Residence Permit (IRP), go to your local Intreo Centre to register as unemployed, also known as a "jobseeker".

You will be given an application form and a date and time to return for an appointment. You **must bring the completed form and all requested documents** with you to the scheduled appointment, or your application will not be approved.

If you require help completing the forms, a Doras staff member can assist you.

Apply at the Limerick City Intreo Office:

Address: Dominick Street, Limerick, V94 X327

Website: www.gov.ie/intreo

Email: Limerick@welfare.ie
Limerickppsnpsc@welfare.ie

Phone: (061) 212200

Apply Online via MyGovID

You can also sign up for a MyGov ID to apply for social welfare online.
Visit www.mygovid.ie for more information

Child Benefit

Every child who is considered “habitually resident” (usually living) in Ireland is entitled to a child benefit payment. Child Benefit is €140 per month per child.

Child Benefit is paid to parents or guardians of children under 16. It can also be paid for children aged 16 or 17 years if they:

- are in full-time education or training OR
- have a disability and cannot support themselves.

The Child Benefit scheme is run by the Department of Social Protection (DSP).

HOW TO APPLY

You can collect the form at your local Intreo Centre.

If your child was not born in Ireland, you must complete a Child Benefit application and post it to the Child Benefit Section (address listed below).

If your child was born in Ireland and you do not already have a Child Benefit claim for another child, you will be sent a claim form to complete. If you are already claiming Child Benefit for another child, your new baby will automatically be added to the claim.

Address: Child Benefit section, Department of Social Protection,
Social Welfare Services Office, St. Oliver Plunkett Road,
Letterkenny, Co. Donegal, F92 T449

Other Useful Social Welfare Benefits

One Parent Family Allowance

A weekly maximum personal payment of €208. A €40 payment for children under 12, and €48 for children above the age of 12.

This is a payment for women and men under 66 years old that have brought their children without the support of a partner.

If you are the parent or legal guardian of a child under the age of 18.

To qualify you must not be co-habituating with a spouse or civil partner.

- Satisfy a means test.
- Working Family Payment

The Division of Social Protection will determine the amount of your weekly payments based on your total income and family size.

To qualify for this payment, you must be an employee and pay tax and PSRI in Ireland. (Self-employment does not qualify).

You must have one child that lives with you, or you financially support under the age of 18 (18-22 if they are in full-time day education).

Fuel Allowance

The fuel allowance is a weekly payment during the winter months to help cover the cost of heating.

A total of €914 is distributed over a 28-week period (end of September-April). Only one fuel allowance is granted to a household where members cannot afford the cost of heating.

A means test is done to determine if you qualify for this allowance.

If you are already receiving qualifying social welfare allowance, you will likely pass the means test.

For a complete list of Social Welfare Payments, you can visit:

www.citizensinformation.ie/socialwelfarepayments

For a complete list of Social Welfare forms you can visit:

www.gov.ie/socialwelfareforms

APPLYING FOR HOUSING ASSISTANCE



Once you have received your positive declaration or residency permission from the Minister, it is advised that you immediately begin looking for a house or apartment in your area. Please remember, however, that you will not be eligible for rent assistance until you have received your Irish Residence Permit (see first section) and have completed the appropriate forms.

HOW TO APPLY

- 1.) To receive housing assistance, you must first apply for Council Housing. Applications can be collected from and submitted to the Limerick City Council office, or online here:
www.limerick.ie/council/services/housing/social-housing/apply-council-housing
- 2.) You should receive a decision by post within approximately 12 weeks after submission. Please note that it may take longer than 12 weeks, particularly if you have not submitted **ALL** of the documentation, or if the Council requests extra documentation from you.
- 3.) When you are approved for Council Housing, you will be offered Housing Assistance Payment (HAP). An application will be posted to you, which must be signed by your landlord.
- 4.) If you are applying for family reunification and hope your family members to join you in Ireland, you cannot apply for accommodation for them until after the family reunification application is approved and they have arrived in Ireland.

Limerick City Council

Address: Merchant's Quay , Limerick.

Phone: +353 61 556000

Fax: +353 61 415266

Email: customerservices@limerick.ie

NEED HELP COMPLETING THE FORMS?

If you need assistance completing these forms, please contact us to make an appointment or contact the Peter McVerry Trust Mid-West office.

Peter McVerry Trust (Direct Provision Resettlement Service) Mid-West

Address: 50 O'Connell Street, Limerick

Phone: 061 214 882

Email: info@pmvtrust.ie

Web: www.pmvtrust.ie

FINDING A PROPERTY



Finding an affordable and suitable house can be difficult and can take time.

Service Providers: Peter McVerry Trust provide assistance to people moving out of Direct Provision and they may be able to help you to find a property and arrange the related applications.

Peter McVerry Trust

Address: 50 O'Connell Street.

Phone: 061 214 882

Email: info@pmvtrust.ie

Online: Regularly check www.daft.ie. This is the main website in Ireland for finding apartments and houses.

Newspapers: The free weekly *Limerick Post* newspaper, issued every Thursday, lists available properties for rent in Limerick.

Discrimination

A landlord cannot refuse to rent to you on the basis of:

- your work history
- your immigration status
- your country of origin
- your religion
- your Housing Assistance Payment (HAP)

If any of this information is requested by your landlord, you do not have to answer.

If you have been refused housing because of one of these issues and feel that you were discriminated against, please speak to us in Doras and we can try to help you.

For more information on your rights, please visit: www.ihrec.ie/your-rights

For more information on making a complaint about discrimination and housing, visit: www.workplacerelations.ie

Financial Assistance

When you find suitable housing, you may be entitled to receive some extra financial support from the Community Welfare Officer for the area into which you are moving. To find the time and date of Community Welfare Officer clinics, visit: www.welfare.ie/listoffices

References

When you are seeking housing a landlord or tenant may ask you to provide certain information including:

- PPS No.
- Evidence of residency
- Employment or volunteer organization reference
- Reference from a Direct Provision manager
- Current utility bill or something with a proof of current address
- Photo I.D. (current passport or driver's license)
- Bank statements
- Payslips

RENTING A PROPERTY



When you have found suitable accommodation, you will meet with the landlord and sign your rental (lease) agreement. Most leases last for one year – if you would like to renew your lease after that time, you must notify your landlord a few months in advance of the end date. For information on your rights as a tenant and the responsibility of your landlord, contact www.threshold.ie

Tenant Responsibilities & Household Costs

As the tenant, you have a number of responsibilities while you are renting accommodation.

Paying rent: Rent can be paid monthly, every two weeks or weekly. You will also have to pay an additional 1 month rent before you move in, as a refundable deposit to cover any damage or costs when you move out again. If you are in receipt of Housing Assistance Payment (HAP), your rent will be paid directly to your landlord.

For financial assistance, speak to staff in your local Intreo Centre or the Community Welfare Officer (CWO).

Paying all household bills, including: Electricity, TV licence + TV provider, internet, heating (electricity / gas / oil / coal) and waste (bins). Ask your landlord to give you a list of suggested or required utility providers when you sign the lease.

Keeping the property clean: When moving out of a property, you must leave it in the same order as it was when you first moved in or you may lose your deposit.

Giving notice to move out: If you want to move out of your house or apartment, you are required to tell your landlord one month in advance.

Household Bills

When you are renting a room, apartment or house, you are responsible for paying all household bills, unless you are told by the landlord that it is included in the rent. If you are in any doubt about what is included in the rent, ask the landlord to confirm.

“Heating and electricity can be expensive – the more you use, the more you pay.”

Household bills can include: electricity, TV licence + TV provider, internet, heating (electricity / gas / oil) and waste (bins).

Ask your landlord for information on what providers they currently use.

Service providers: You can search on the internet to find more information and the most suitable and affordable options, including on the following websites:

Switcher: A guide to electricity, gas, internet, TV, waste collection (bins) and other household services. <https://switcher.ie/>

Electric Ireland: A guide to opening an electricity or gas account:
www.electricireland.ie/residential/help/moving-in-or-out/how-do-i-open-an-electricity-or-gas-account

TV Licence: www.tvlicence.ie/

Waste collection (bins): You may be given a schedule telling you on what day to leave your bins out for collection. If you do not have schedule, you can contact your waste collection (bin) provider or search on the internet for details. In an apartment building, waste collection (bins) are sometimes included in your rent and a shared bin is provided. You are obliged by law to dispose of waste in a correct manner.

For more information on waste collection in Limerick, visit www.limerick.ie/council/services/environment/waste-and-recycling/managing-waste-home

Money Advice & Budgeting

Household bills, particularly energy and heating bills, can be expensive and you may need to budget your money and try to cut down on usage.

If you need help to budget for all of your household bills and rent, you can contact the Money Advice and Budgeting Service (MABS)

Address: Riverstone House, 23 – 27 Henry Street, Limerick

Web: www.mabs.ie

Landlord Responsibilities

The landlord is also responsible for addressing the following issues while you are living in his or her property:

- Registering your tenancy with the Residential Tenancies Board - www.rtb.ie
This is used for record-keeping only; your identity will not be registered.
- Making sure that all appliances are working, such as washing machine, heating, plumbing etc. If an appliance in your property stops working, you need to notify your landlord immediately and they must fix or replace it.
- Giving notice in writing before asking you to move out of the property. They will need to give you at least one month's notice but this will depend on your lease agreement and length of time you have been renting the property. Your landlord is required to give you back your deposit in full once you leave the premises, as long as the property is clean and undamaged.
- Giving you a checklist of all items and furniture that are part of the property before you move in. Check the list and make sure that all items on the list are that they are in good working order. Take pictures immediately of any part of the property or any items that you think are damaged or very used and email them to your landlord.



BANK ACCOUNTS

Bank Account

To open a bank account, you must go in to a bank in person. Most banks will require a small initial lodgment at the time of account creation.

Required documents often include:

Proof of ID: Examples include Valid Passport; Valid Driver's licence; Temporary Residence Card; Irish Residence Permit; Irish Government Travel Document.

Proof of Address: Examples include: Utility bill; Letter from Government department; Labour Market Access Permission Letter.

If you have any difficulty opening a bank account, please contact Doras staff and we can try to help.

DRIVING LICENCES



Driving Licence

If you have been in Ireland for more than 1 year, you will need an Irish driving license in order to drive a car.

Theory Test

Theory test revision materials and booking information can be found at www.theorytest.ie. Test fees begin at €45.

Learner Permit

Required documentation and booking info can be found at www.ndls.ie. Permit fee is €35.

Driving Lessons

You must attend 12 driving lessons from a certified driving instructor. Lessons average at €35 each.

Driving Test

Booking and required documentation can be found at www.rsa.ie. Test fee is €85.

Driving Licence

Required documentation can be found at www.ndls.ie. Licence fee is €55.



FAMILY REUNIFICATION

HOW TO APPLY

To apply for family reunification, you must submit an application within 12 months of receiving your positive declaration granting refugee status or subsidiary protection.

Details of eligibility requirements and the application process are outlined here: www.irishimmigration.ie

For more information, support or assistance with your application for family reunification, please make an appointment to speak with Doras staff.

WHO CAN YOU APPLY FOR?

Under the current legislation, you are only permitted to apply for the following family members:

- Your children (must be under 18)
- Your spouse*
- Minor siblings aged 18 years or under

*You must have been married to your spouse at the time your international protection application was made.

WHAT DOCUMENTS DO YOU NEED?

- Your International Protection declaration
- Applicant's passport
- Marriage certificate (if applicant is spouse)
- Birth Certificate (if applicant is child)

Please note that the Department of Justice may require further documentation prior to making a decision.

HOW LONG WILL THE APPLICATION PROCESS TAKE?

Applying for family reunification can take several months before receiving a decision. When a positive decision has been made on the application for family reunification, it will then take more time to arrange the necessary documentation and travel arrangements for your family members.

Help with application for family reunification

For more information, support or assistance with your application for family reunification, please make an appointment to speak with Doras staff by calling 061310328 // 0830802378 or emailing info@doras.org



FINDING A JOB

Support Services

INTREO The Intreo Centre offers employment advice services and can help you to find relevant training, up-skilling courses and employment activation programmes.

PAUL Partnership provide support to people who are looking for employment. Staff can help you with writing a CV, interview techniques and how to register for self-employment to start your own business.

PAUL Partnership also provide information and guidance on relevant employment opportunities, as well as training courses for employment and enterprise.

Address: Tait centre, Dominick Street, Limerick.

Web: www.paulpartnership.ie

Where to Look for Work

PAUL Partnership: Jobs Bulletin produced every month and available in the PAUL Partnership office and online.

Local employment agencies: Adecco; CPL; FRS recruitment; HAYS recruitment agency.

Websites: www.jobs.ie
www.irishjobs.ie
www.indeed.ie
www.monster.ie
www.activelink.ie
www.recruitrefugees.ie

Newspapers: Check free weekly newspapers such as the *Limerick Post* and *I Love Limerick*.



Vocational Training

Vocational training prepares you for a specific career or trade.

Vocational Training Opportunities Scheme (VTOS) is provided by Limerick & Clare Education and Training Board (LCETB), available through the Intreo Centre while you are receiving unemployment assistance.

Limerick & Clare Education and Training Board (LCETB):

Visit: www.lcfe.ie and www.lcetb.ie for more details on vocational training courses provided in the Limerick and Clare region.

Third Level Education

If you are hoping to apply for a place at third level education institutions, there are a number of options regarding tuition fees, grants and free courses.

Visit: www.citizensinformation.ie/en/education/

You can also access third level education courses via Springboard.

See www.springboardcourses.ie for more information, and speak to your Intreo welfare officer before applying.

For information on third level courses in Limerick, please visit the University of Limerick website at www.ul.ie and the Technological University Shannon Mid-West (TUS, formerly called LIT) website at www.tus.ie

Fees for university courses in Ireland will differ according to your individual circumstances, including nationality and duration of residency in Ireland.

The Back to Education Allowance is available to people aged 21 years and over, who are in receipt of qualifying social welfare payments and wish to enroll in full time second and third level education.

For more information, visit: www.citizensinformation.ie/en/social_welfare/social_welfare_payments/back_to_education/back_to_education_allowance

The Student University Support Ireland (SUSI) scheme provides financial support for people participating in University courses. There are nationality and residency eligibility requirements to meet. Visit: www.susi.ie for further information on eligibility criteria and to confirm your options.

For more information on attending university and third level education in Ireland, please visit: www.citizensinformation.ie/education



Childcare & Crèche

Babies and children who are aged under three years can attend privately-run childcare services and crèches.

Childcare services and crèches are not free but you might qualify for a subsidy. You may have to contact more than one childcare provider or crèche to find one that is suitable and affordable. If you receive a Social Welfare payment, some hours of childcare might be paid for by the Department of Social Protection, under the National Childcare Scheme (NCS).

Visit: www.childcare.ie for more information and to find local crèches.

“Crèche and school places are limited, so remember to apply early. Some schools take applications as early as 12 months beforehand.”

Preschool - Early Childhood Care & Education

The Early Childhood Care & Education (ECCE) programme is a free 2-year preschool programme available to children for three hours per day, five days a week.

Children must be aged 2 years and 8 months before the September start date. The ECCE programme is available in community and private childcare services.

Visit: www.childcare.ie for more information.

Primary & Secondary School

All children between the ages of 6 and 16 must attend school. To find schools in your local area, visit: [www.schooldays.ie](http://www schooldays.ie).

If you are unable to find a school place for your child, Túsla can help you to find a place or secure home tuition. Visit: www.tusla.ie for more information.

Most schools require students to purchase school equipment, such as books and uniforms. If you cannot pay, ask your local Intreo Centre about the Back to School Clothing and Footwear Allowance, or an Exceptional Needs Payment.

Limerick Intreo Centre

Address: Dominic St, Limerick City
Phone: 061 212 200
Web: www.welfare.ie

USEFUL CONTACTS

Doras

Central Buildings,
51a O'Connell Street
Limerick City

Phone: 061 310 328

Mobile: 083 0802378

Email: info@doras.org

Web: www.doras.org

Peter McVerry Trust

(Direct Provision Resettlement Service)

50 O'Connell Street, Limerick

Phone: 061 214 882

Email: info@pmvtrust.ie

Web: pmvtrust.ie

Limerick Intreo Centre

Dominic St, Limerick City

Phone: 061 212 200

Web: www.welfare.ie

Citizen's Information Centre

Ground floor, Riverstone House

Henry St., Limerick

Phone: 076 107 5780

Email: limerick@citinfo.ie

Web: www.citizensinformation.ie

Limerick City and County Council

Corporate Headquarters

Merchant's Quay

Phone: 061 556 000

Web: www.limerick.ie/council

Threshold (Housing Rights Advice)

21 Stoneybatter

Arran Quay, Dublin 7

Phone: 1800 454 454

Web: www.threshold.ie

Focus (Homeless/Housing Service)

Catherine Place, Limerick

Phone: 061 405 300

Email: help@focusireland.ie

Web: www.focusireland.ie

Limerick Regional Hospital Accident & Emergency

St Nessian's Rd, Dooradoyle, Limerick

Phone: 061 301 111

Web: www.hse.ie

University Maternity Hospital

Ennis Road, Limerick

Phone: 061 483 129

Web: [www.hse.ie/
universitymaternityhospital](http://www.hse.ie/universitymaternityhospital)

Shannon Doc

(Out of Hours GP Medical Services)

Monday-Friday 6pm-8am Weekend
& Holidays 24 Hour

Phone: 0818 123 500

Web: www.shannondoc.ie

Doras

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