

ACCEPTED DOCUMENTS	
Proof of PPS Number	Proof of PPSN from an official document/card
Birth Cert	All applicants must provide: <ul style="list-style-type: none"> • Long version of birth certificate • Translation if applicable
Photo ID	All applicants must provide one of the following: <ul style="list-style-type: none"> • Passport • Public Service Card • Driving Licence • Current EU National Identity Card
Employed	All applicants who are in employment must provide: <ul style="list-style-type: none"> • Pay and Tax Summary (Year to Date) • Employment Detail Summary 2023/2022 • Statement of Liability 2023/2022 <p>All above documents are available from Revenue.ie</p>
Self Employed	All applicants who are self employed must provide: <ul style="list-style-type: none"> • Self Assessment Chapter 4 for previous 2 years <p>Please note Form 11 is not accepted.</p>
Social Welfare	All applicants who are claiming Social Welfare payments must provide: <ul style="list-style-type: none"> • Statement from Social Welfare showing claims from previous 52 weeks <p>*If you were/are in receipt of Maternity/Paternity/Illness Benefit we require 52 of income directly prior to the claiming of the payments.*</p>
Maintenance	All applicants who are in receipt of child maintenance must provide: <ul style="list-style-type: none"> • Copy of Court Order <p>If no Court Order is in place applicants must provide:</p> <ul style="list-style-type: none"> • A letter/email from the Debtor stating the frequency and amount <p>If you are not in receipt of child maintenance you must provide:</p> <ul style="list-style-type: none"> • An affidavit stating you are not in receipt of maintenance signed and stamped by a practising Irish solicitor. <p>*IF an email is being used in place of the letter from the debtor it must come from the debtors email address to ours – assessments@sdblincoco.ie*</p>
Married	All applicants who are currently married must provide: <ul style="list-style-type: none"> • Marriage Cert • Translation if applicable

<p>Divorced/Separated</p>	<p>All applicants who are divorced/separated must provide:</p> <ul style="list-style-type: none"> • Copy of Judicial Separation/Divorce/Maintenance Orders • Translated if applicable <p>If there is no separation/divorce in place applicants must provide:</p> <ul style="list-style-type: none"> • An affidavit/letter from a practising solicitor including the following information; <ul style="list-style-type: none"> - That there is no formal separation agreement in place - That there are no court proceedings pending under family law legislation - The position in relation to maintenance and other payments - Overnight access/ custody arrangements for children - Details regarding property ownership
<p>Custody Arrangements</p>	<p>All applicants who wish to include children who are not in their full time custody must provide:</p> <ul style="list-style-type: none"> • Court Order regarding Access <p>If no Court Order is in place please provide:</p> <ul style="list-style-type: none"> • South Dublin County Counsel’s overnight access form (must be signed by both parents and signed and stamped by respective practising solicitors)
<p>Tenancy Details</p>	<p>All applicants who are private renting must provide one of the following:</p> <ul style="list-style-type: none"> • Lease • Rent Book • Tenancy Agreement
<p>Living at with parents/family/friends</p>	<p>All applicants who are living with parents/family/friends must provide:</p> <ul style="list-style-type: none"> • Letter/email from homeowner confirming living arrangement • Proof of ownership from homeowner • Proof of address from homeowner <p>*IF an email is being used in place of the letter from homeowner it must come from the homeowners email address to ours – assessments@sdublincoco.ie*</p>
<p>Sofa surfing</p>	<p>All applicants who are sofa surfing must provide:</p> <ul style="list-style-type: none"> • An affidavit from a Solicitor outlining your situation • Letter/email from all homeowners confirming living arrangement • Proof of ownership from all homeowners • Proof of address from all homeowners <p>*IF an email is being used in place of the letter from homeowner it must come from the homeowners email address to ours – assessments@sdublincoco.ie*</p>

Reckonable Residency for non EEA applicants	<p>All applicants whose country of origin is outside of the EU must provide:</p> <ul style="list-style-type: none"> • Current Irish Residence Permit front and back • Any previous Irish Residence permits front and back <p>OR</p> <ul style="list-style-type: none"> • Documentation from Department of Justice showing all periods of reckonable residency • Documentation from Local Garda Station showing all periods of reckonable residency <p>OR</p> <ul style="list-style-type: none"> • Declaration of refugee status from Department of Justice <p>PLEASE NOTE – NON EEA APPLICANTS MUST SHOW ATLEAST 5 YEARS RECKONABLE RESIDENCY in order to be eligible</p>
Land Registry	<p>All applicants who hold citizenship in countries other than Ireland must provide:</p> <ul style="list-style-type: none"> • Official land registry documents from relevant countries • Translation if applicable
Unable to get land registry	<p>All applicants who are unable to retrieve land registry documents from countries they hold citizenship in must provide:</p> <ul style="list-style-type: none"> • Proof you have attempted to retrieve land registry from official body in relevant countries • An affidavit from a practising Irish solicitor stating you do not have any land in the relevant countries
Property Ownership	<p>All applicants who previously owned a property must provide;</p> <ul style="list-style-type: none"> • Proof of sale of property • Details of disposal of proceeds • Confirmation from Local Property Tax Register that you are no longer linked to ANY properties
Previous tenancy with Council/Approved Housing Body	<p>All applicants who had a previous tenancy with a Council or Approved Housing Body must provide;</p> <ul style="list-style-type: none"> • Proof of surrender of tenancy
Other Local Authorities	<p>All applicants who have previously lived outside of South Dublin County Councils catchment area (in Ireland) must provide:</p> <ul style="list-style-type: none"> • A letter from the relevant local authority to confirm you do not have a housing file with them. <p>E.g – If you previously lived in Cork you will require a letter from Cork County Council</p>