



# Personal Applicant's Identification Form (ID Form)

## Guidance Notes For Completion Of The Id Form:

To guard against fraud, Tailte Éireann (TÉ) needs to confirm the identity of anyone, other than a practising solicitor acting for a third party client, making an application to the Land Registry for registration or for a copy instrument. If a joint application is being made each party must complete a separate form and produce evidence of their identity.

For further information, please see TÉ Legal Office Notice 5 of 2010 (Applications in Person).

You should only complete **ONE PART** of the ID Form:

- Part A** If you are acting as a private individual who can attend in person at one of our public counters in the Tailte Éireann office in Dublin, Waterford or Roscommon
- Part B** If you are acting as a private individual, but cannot attend in person at one of our offices
- Part C** If you are acting on behalf of a registered company or incorporated body and you attend in person at one of our public counters in the Tailte Éireann office in Dublin, Waterford or Roscommon
- Part D** If you are acting on behalf of a registered company or incorporated body, but cannot attend in person at one of our offices

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## Public Counter Attendance Information:

If attending one of our public offices, your application will not be accepted for processing until a member of staff of Tailte Éireann has completed the appropriate section of this form and ticked off the section headed 'Checklist of Approved Documents', confirming they have had sight of the identification evidence as detailed on page 7 and, if required, page 8.

**OR**

If you are unable to attend one of our public offices in person, you can arrange for an authorised Certifier from the list below to confirm your identity. Some Certifiers may charge a fee for this service.  
**Authorised Certifiers:** Practising Solicitor, Commissioner for Oaths, Peace Commissioner or member of the Garda Síochana.

**Tailte Éireann will not accept your application if your identity cannot be established.**

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**FORMS are available from our Customer Services Units at Tailte Éireann offices at any of the following addresses:**

- Tailte Éireann, Chancery Street, Dublin 7
- Tailte Éireann, Golf Links Road, Roscommon
- Tailte Éireann, Cork Road, Waterford
- or may be downloaded from [www.tailte.ie](http://www.tailte.ie)

Alternatively, please telephone: 051 303 0000

**Part A:**

**Evidence of identity for a private individual attending a Land Registry Public Office - see Checklist of Approved Documents on page 7.**

**To be completed by Applicant:**

Description of  
Property to which  
Application Relates:

Folio Number (if known):

Applicants Full Name:

Full Postal Address:

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**I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.**

Signed: \_\_\_\_\_ Date: (DDMMYYYY)

**NOTE - CHECKLIST TO BE ATTACHED WITH EVIDENCE PRODUCED TICKED**

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**Official Use Only**

Full Name of T  Staff Member:

Signature of T  Staff Member \_\_\_\_\_

Date (DDMMYYYY)

Land Registry Date Stamp

**Part B:**

**Evidence of identity for a private individual NOT attending a Land Registry Public Office - see Checklist of Approved Documents on page 7.**

**1. To be completed by Applicant:**

Description of  
Property to which  
Application Relates:

Folio Number (if known):

Applicants Full Name:

Full Postal Address:

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**2. To be completed by Certifier:**

Certifier Full Name:

Address of Certifier:

Home Address

Work Address

Full Postal Address:

Position/Occupation:

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**Please tick ONE of the following statements:**

I certify that I have known the Applicant for a period of at least 2 years and that s/he is not related to me. I confirm his/her identity for the purposes of the application.

I certify that the Applicant has produced to me the originals of the evidence of identity from the checklist of approved documents on page 7 of this form and I confirm their identity for the purposes of this application.

**I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I consent to staff of Tailte Éireann contacting me as may be required.**

Official Business Stamp

Signed: \_\_\_\_\_

Date: (DDMMYYYY)

**NOTE - CHECKLIST TO BE ATTACHED WITH EVIDENCE PRODUCED TICKED**

**Part C:**

**Evidence of identity for a private individual, representing a company/body corporate, attending a Land Registry Public Office. See Checklist of Approved Documents on pages 7 AND 8.**

**1. To be completed by Applicant:**

Description of  
Property to which  
Application Relates:

Folio Number (if known):

Full Name of Company/ Body Corporate:

Companies Office Registration Number (if applicable):

Full Address in the State  
of Body Corporate:

Applicant's Full Name:

Full Postal Address of  
Applicant:

Position of Applicant in Body Corporate:

*Note - Additional information is required in respect of applicants acting for companies/bodies corporate. See page 8.*

**I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (DDMMYYYY)

**NOTE - CHECKLIST TO BE ATTACHED WITH EVIDENCE PRODUCED TICKED**

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**Official Use Only**

Full Name of T  Staff Member:

Signature of T  Staff Member \_\_\_\_\_

Date (DDMMYYYY)

Land Registry Date Stamp

**Part D:**

**Evidence of identity for a private individual, representing a company/body corporate, NOT attending a Land Registry Public Office. See Checklist of Approved Documents on pages 7 AND 8.**

**1. To be completed by Applicant:**

Description of  
Property to which  
Application Relates:

Folio Number (if known):

Full Name of Company/ Body Corporate:

Companies Office Registration Number (if applicable):

Full Address in the State  
of Body Corporate:

Applicant's Full Name:

Full Postal Address of  
Applicant:

Position of Applicant in Body Corporate:

*Note - Additional information is required in respect of applicants acting for companies/bodies corporate. See page 8.*

**I certify that the information that I have provided in this form is correct to the best of my knowledge and belief.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (DDMMYYYY)

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**2. To be completed by Certifier:**

Certifier Full Name:

Address of Certifier:                      Home Address                      Work Address

Full Postal Address:

Position/Occupation:

**Part D (continued) :**

**Please tick ONE of the following statements:**

I certify that I have known the Applicant for a period of at least 2 years and that s/he is not related to me. I am satisfied that the applicant is a Director or Company Secretary of the Company/Body Corporate or that the applicant is entitled to represent the Company/Body Corporate in connection with this application and that s/he has produced to me evidence of his/her authority to act on its behalf and evidence that the Company/Body Corporate still exists. I confirm his/her identity for the purposes of the application.

I certify that the Applicant has produced to me the originals of the evidence of identity from the checklist of approved documents on pages 7 AND 8 of this form and I confirm his/her identity for the purposes of this application.

**I certify that the information that I have provided in this form is correct to the best of my knowledge and belief. I am satisfied that the applicant is a Director or Company Secretary of the Company/Body Corporate or that the applicant is entitled to represent the Company/Body Corporate in connection with this application and that s/he has produced to me evidence of his/her authority to act on its behalf and evidence that the Company/Body Corporate still exists. I consent to staff of the Tailte Éireann contacting me as may be required.**

Certifier's Signature \_\_\_\_\_

Date: (DDMMYYYY)

Official Business Stamp

**NOTE - CHECKLIST TO BE ATTACHED WITH EVIDENCE PRODUCED TICKED**

# CHECKLIST OF APPROVED DOCUMENTS

## Parts A and B

### Evidence of Identity to be produced at Land Registry Public Office or approved Certifier

Applicant must produce at least 2 of the following original documents, one of which must be from List 1:

#### List 1:

Current valid full Irish passport or EU identity card

Public Services Card issued by the Department of Social Protection

Visa, Travel Document or residence permit issued by the Irish Authorities to non EU Nationals accompanied by own country passport

Current employer's identity card with photograph

Current Garda Identity Age Card

Current full driving licence (learner's permit with photo)

Current student identity card with photograph

Current travel pass with photograph

#### List 2:

Bank, building society or credit union statement

Revenue Commissioner's tax notification for the accounting year just ended

Payment book or original notification letter from the Department of Social Protection

Utility bill issued within the last three months EXCEPT mobile telephone bill

Mortgage statement for the mortgage accounting year just ended

Cheque guarantee card, laser card or credit or debit card bearing the MasterCard or Visa logo, an American Express or Diners Club card which was issued in Ireland and is supported by an original account statement less than three months old

# CHECKLIST OF APPROVED DOCUMENTS

## Parts C and D

### Evidence of Identity to be produced at Land Registry Public Office or approved Certifier

In ADDITION to the identity documents listed for Parts A and B, applicants acting on behalf of a company or body corporate must produce the following documentary evidence of incorporation and existence of the company/body corporate:

Search in the Companies registration Office showing the company is not dissolved and that the applicant is Company Secretary or a director

If the applicant is not the Company Secretary or a director, s/he must produce evidence of authority to act, such as a copy resolution of the Board signed by the Company Secretary and a director

In the case of a company incorporated outside Ireland **EITHER** a certificate from the Registrar of Companies pursuant to the European Communities (Branch Disclosures) Regulations 1993 **OR** a certificate from the Registrar of Companies that the particulars required by section 352 of the Companies Act 1963 have been filed disclosing that the company is incorporated in (Country) **AND** . evidence in Irish or English of the applicant's authority to act

In the case of a company incorporated outside Ireland, where the evidence set out in the immediately preceding paragraph is not available, relevant documentary proofs of incorporation (with certified copies for retention) and duly authenticated translations unless the documentation is in Irish or English **OR** a Statement or Certificate, with authenticated translation if necessary, by a recognised authority on the corporate law by which the company/body corporate is incorporated, to the effect that it is a corporate entity in accordance with such law **AND** evidence in Irish or English of the applicant's authority to act