



An Roinn Fiontar,  
Trádála agus Fostaíochta  
Department of Enterprise,  
Trade and Employment

# Employment Permits Online

## User Guide



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# 1. Introduction

## 1.1 Purpose

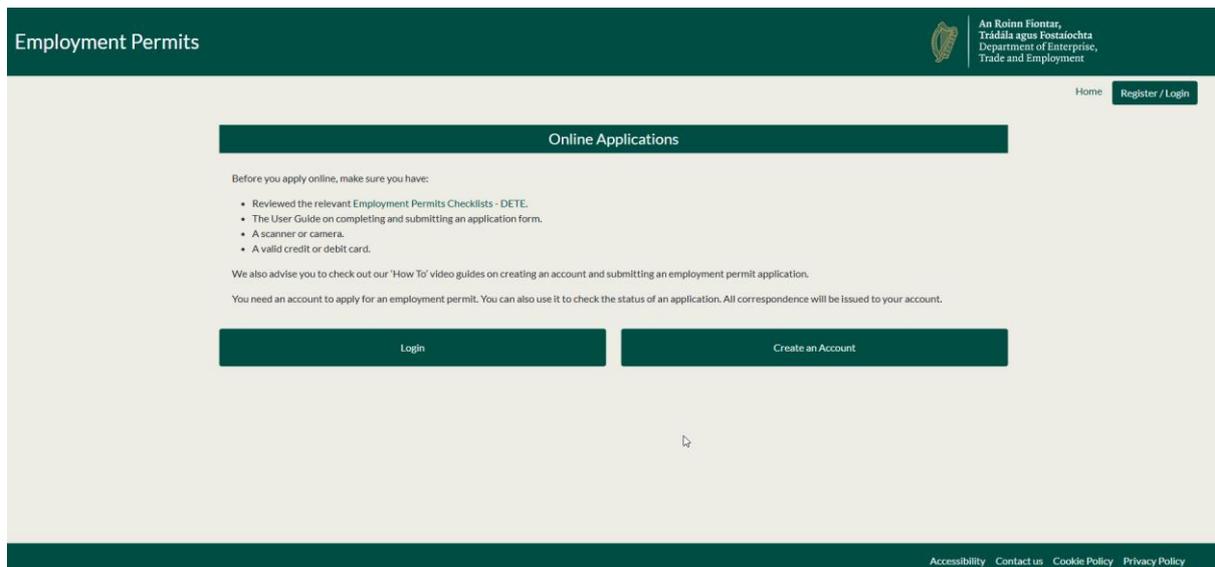
The purpose of this Training Manual is to document all the steps required to successfully create, submit and process an Employment Permit online. It serves as an accompaniment to training delivery and as a reference document. The document is aimed at users of the Employment Permits Online portal.

## 2. Portal

### 2.1 Login / Create an Account

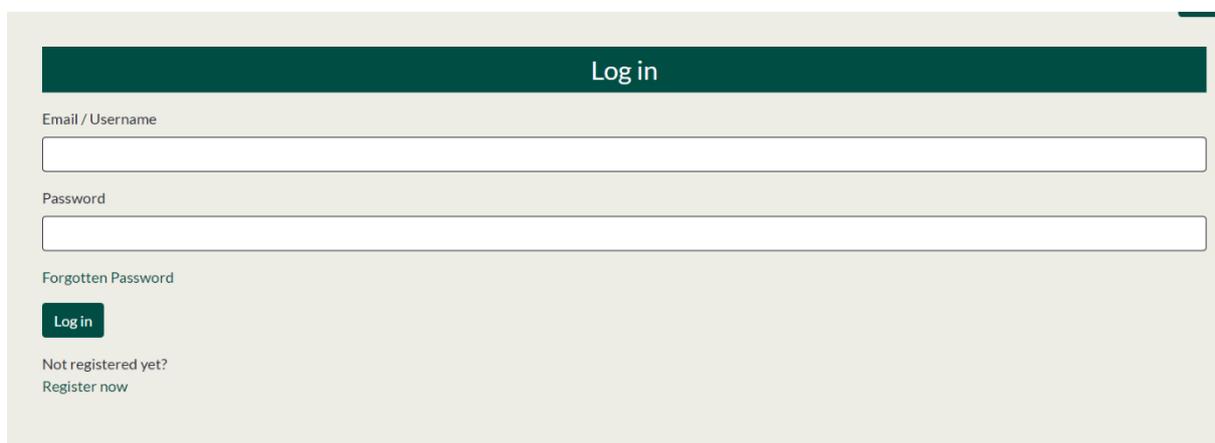
#### 2.1.1 Create an Account Path 1

User clicks on 'Register / Login', clicks on 'Create an Account'



#### 2.1.2 Create an Account Path 2

User clicks on 'Register / Login', clicks on 'Login', clicks on 'Register now'



### 2.1.3 Employee Create an Account

User clicks on 'Create an Account', then clicks on 'I am an Employee', accepts the GDPR message, completes the Employee Registration form and the Account Details and clicks on 'Submit'.

The screenshot shows the 'Employment Permits' website. At the top right, there is a logo for 'An Roinn Fiontar, Trádála agus Fostaíochta' (Department of Enterprise, Trade and Employment) and a 'Home Register / Login' link. The main content area has three large buttons: 'I am an Employer', 'I am an Employee' (highlighted with a red box), and 'I am an Agent'. Below each button is a list of conditions for applying for an Employment Permit. The 'I am an Employee' button is selected, and a modal window titled 'How we use Personal Data' is displayed over the page. The modal contains text explaining data usage and privacy, and has 'Accept' and 'Reject' buttons at the bottom. The 'Accept' button is highlighted with a red box and a mouse cursor. The background text of the 'I am an Employee' section is partially visible through the modal.

**Employment Permits**

An Roinn Fiontar,  
Trádála agus Fostaíochta  
Department of Enterprise,  
Trade and Employment

Home Register / Login

**I am an Employer**

If you wish to apply for an Employment Permit and are:

- An Irish based Employer who has made an offer of employment to a non-EEA National, or
- An Irish based Employer who wishes a non-EEA National employed by an overseas Branch to carry out duties for you, or
- An Employer outside the State who has won a contract with an Irish based Employer and wishes to send a non-EEA National to service that contract.

**I am an Employee**

If you wish to apply for an Employment Permit and are:

- A non-EEA National who has a job offer from an Irish based Employer, or
- A current holder of an Employment Permit and wish to renew that Employment Permit

**I am an Agent**

If you wish to apply for an Employment Permit and are:

- Empowered (through the signing of the relevant employment permit application signature page) to act on behalf of another party to that application (namely the employer or non-EEA National).

**How we use Personal Data**

We will use the personal data entered into this Portal to decide whether to grant or refuse an employment permit application. This information will also be shared with the Department of Justice and other public sector organisations as permitted by law as part of this process. For more information on our data protection practices, you can read our [Data Protection Statement](#). This Statement sets out your privacy rights under the GDPR and Irish Data Protection Acts 1988 to 2018. It also explains how you can access your personal information and complain if you have concerns about how we are using your personal information.

We fully respect your right to privacy. Any personal information which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts 1988-2018. The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation on data protection and privacy for all individuals within the European Union. It came into force across the European Union on 25 May 2018. It replaces the previous data protection directive which has been in force since 1995 and forms the basis of our new data protection Irish laws (Data Protection Acts 1988-2018).

**Accept** **Reject**

application (namely the employer or non-EEA National).

# Employee Registration

## Contact Details

First Name \*  
Aaron

Middle Name

Surname \*  
Teller

Date of Birth \*  
03/11/1992

Nationality \*  
India

Passport Number \*  
123123456CA

Mobile Number \*  
870000123456

Once the User completes the Employee Registration Contact Details, they then complete the Account Details below and click on Submit

## Account Details

Email Address \*  
aaron.teller01@yopmail.com

Password \*  
.....

Confirm Password \*  
.....

I give my permission to DETE to contact me by e-mail and SMS about my employment permit application. \*

[New code](#)

Please type the code above  
W6SBB

**Submit**

The next screen will be 'Email Verification' 2.1.6 below

## 2.1.4 Employer Create an Account

User clicks on 'Create an Account', then clicks on 'I am an Employer', accepts the GDPR message, completes the Employer Registration form (Company, Contact & Account Details) and clicks on 'Submit'.

The image shows two parts of the user interface. The top part is a modal dialog titled "How we use Personal Data" with a close button in the top right. The dialog contains the following text:

**How we use Personal Data**

We will use the personal data entered into this Portal to decide whether to grant or refuse an employment permit application. This information will also be shared with the Department of Justice and other public sector organisations as permitted by law as part of this process. For more information on our data protection practices, you can read our [Data Protection Statement](#). This Statement sets out your privacy rights under the GDPR and Irish Data Protection Acts 1988 to 2018. It also explains how you can access your personal information and complain if you have concerns about how we are using your personal information.

We fully respect your right to privacy. Any personal information which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts 1988-2018. The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation on data protection and privacy for all individuals within the European Union. It came into force across the European Union on 25 May 2018. It replaces the previous data protection directive which has been in force since 1995 and forms the basis of our new data protection Irish laws (Data Protection Acts 1988-2018).

At the bottom of the dialog are two buttons: "Accept" (highlighted with a red box and a mouse cursor) and "Reject".

The bottom part of the image shows the "Employer Registration" form. It has a dark green header with the title "Employer Registration". Below the header is a section titled "Company Details" with two input fields:

- Registered Name of Company/Business \*  
Barry Bros Limited
- Employer Registered Number \*  
1234567EK

Below that is a section titled "Contact Details" with four input fields:

- First Name \*  
Adam
- Middle Name  
Jamie
- Surname \*  
Rogers
- Mobile Number \*  
🇮🇪 85123456789

Once the User completes the Company Details & Contact Details, they then complete the Account Details below and click on Submit

**Account Details**

Email Address \*

Password \*

Confirm Password \*

I give my permission to DETE to contact me by e-mail and SMS about my employment permit application. \*

[New code](#)

Please type the code above

The next screen will be 'Email Verification' 2.1.6 below

**2.1.5 Agent Create an Account**

User clicks on 'Create an Account', then clicks on 'I am an Agent', accepts the GDPR message, completes the Agent Registration form (Company, Contact & Account Details) clicks on 'Submit'.

**I am an Employer**

If you wish to apply for an Employment Permit and are:

- An Irish based Employer who has made an offer of employment to a non-EEA National, or
- An Irish based Employer who wishes a non-EEA National employed by an overseas Branch to carry out duties for you, or
- An Employer outside the State who has won a contract with an Irish based Employer and wishes to send a non-EEA National to service that contract.

**I am an Employee**

If you wish to apply for an Employment Permit and are:

- A non-EEA National who has a job offer from an Irish based Employer, or
- A current holder of an Employment Permit and wish to renew that Employment Permit

If you wish to apply for an Employment Permit and are:

- Empowered (through the signing of the relevant employment permit application signature page) to act on behalf of another party to that application (namely the employer or non-EEA National).

I am an Employer      I am an Employee

### How we use Personal Data

We will use the personal data entered into this Portal to decide whether to grant or refuse an employment permit application. This information will also be shared with the Department of Justice and other public sector organisations as permitted by law as part of this process. For more information on our data protection practices, you can read our [Data Protection Statement](#). This Statement sets out your privacy rights under the GDPR and Irish Data Protection Acts 1988 to 2018. It also explains how you can access your personal information and complain if you have concerns about how we are using your personal information.

We fully respect your right to privacy. Any personal information which you provide to us will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts 1988-2018. The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation on data protection and privacy for all individuals within the European Union. It came into force across the European Union on 25 May 2018. It replaces the previous data protection directive which has been in force since 1995 and forms the basis of our new data protection Irish laws (Data Protection Acts 1988-2018).

application (namely the employer or non-EEA National).

## Agent Registration

### Company Details

Registered Name of Company/Business \*

Employer Registered Number \*

### Contact Details

First Name \*

Middle Name

Surname \*

Mobile Number \*

Once the User completes the Company Details & Contact Details, they then complete the Account Details below and clicks on Submit

**Account Details**

Email Address \*

Password \*

Confirm Password \*

I give my permission to DETE to contact me by e-mail and SMS about my employment permit application. \*

[New code](#)

Please type the code above

### 2.1.6 Email Verification

Once User has completed steps 2.1.3, 2.1.4, 2.1.5 above they are then taken to the Email Verification Page with a message telling them to go to their login email which will have a hyperlink. User clicks on the hyperlink; the Employment Permits system resurfaces with an information message guiding them to log in to the system.

**Employment Permits**

An Roinn Fiontar,  
 Trádáil agus Iascaíochta  
 Department of Enterprise,  
 Trade and Employment

Home

Thank you for setting up an account. Go to your email to verify your account.

Accessibility Contact us Cookie Policy Privacy Policy

Once user clicks on the link received by email they are taken back to the Employment Permits Portal as below, User can click on 'go to login' and they are taken to the Login page to enter details.



Your email is now verified, please login to continue account verification process.

Go to Login

User provides their login email address and password and clicks on 'Login'.

### Log in

Email / Username

alfredpthomas.os@yopmail.com

Password

••••••••

Forgotten Password

Log in

Not registered yet?  
Register now

### 2.1.7 Mobile Verification

Mobile Number Verification Notice will display and User enters code received via SMS to their mobile number provided.



### Mobile Number Verification Notice

Please enter the 6-digit code sent to your phone.

972497

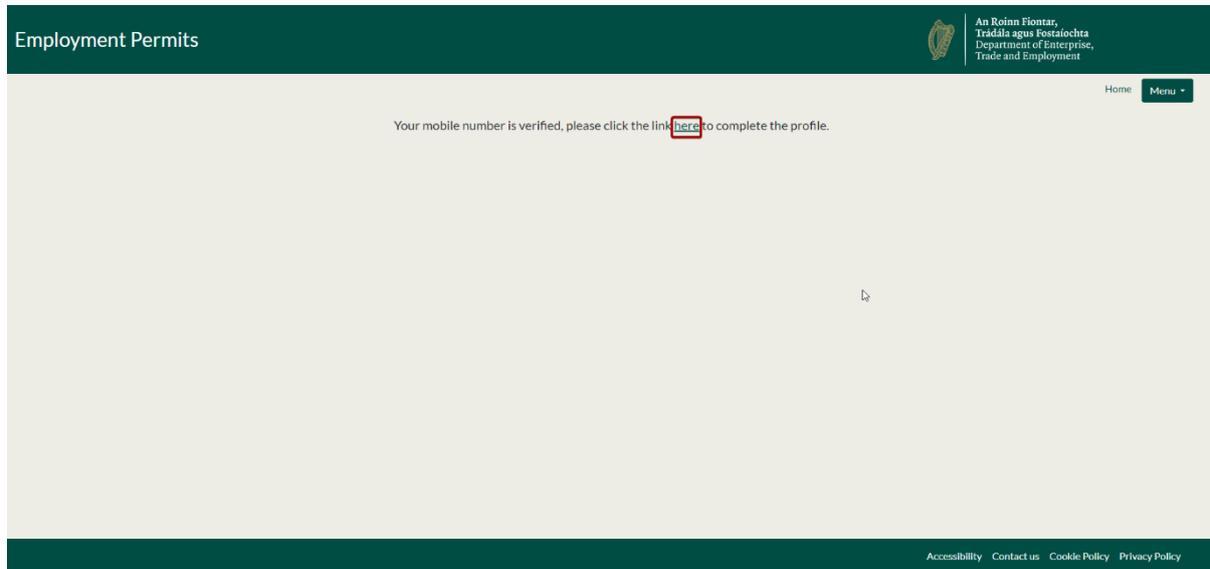
Submit

Your code will expire in 08:59

Resend a Verification Code

User can click on resend if they didn't receive a code sent by SMS.

Once the code is verified, User receives a message on screen informing them that the login mobile number is verified and guiding them to their profile.



## 2.1.8 Profile Completion and Document Uploads

User clicks the hyperlink displayed on screen, step 2.1.7 above.

Profile page surfaces and User completes mandatory / optional fields and uploads their passport photo and clicks on submit at the bottom of the page.

Passport Expiry Date \*  
09/01/2025

Gender (as per the Passport) \*  
Male

Enter Eircode or address

Address 1 \*  
12 Carrick Esker

Address 2 (Optional)

Town \*  
Edenderry

Postcode/Eircode \*  
R45AK44

County \*  
Offaly

Country \*  
Ireland

Telephone Number

IRP Number

Please provide the Foreign National's PPS Number if available (Optional)

Please upload your personal details page of your Passport \*

Select files...

Employee Profile - Passport.png  
4.89 MB

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Please complete your profile above and click Submit to update. If you wish to update one of the non-editable fields above this can be done via Profile Update Request on your Profile after completing your Profile Page.

Submit

For Employers and Agents, the steps are the same above except they do not upload any documents, but they need to sign by 'e-signature' at the bottom of the page (under Profile fields) and then submit their application.

I accept DETE (Department of Enterprise, Trade and Employment) to contact me via Email and SMS.

Yes

Signature \*



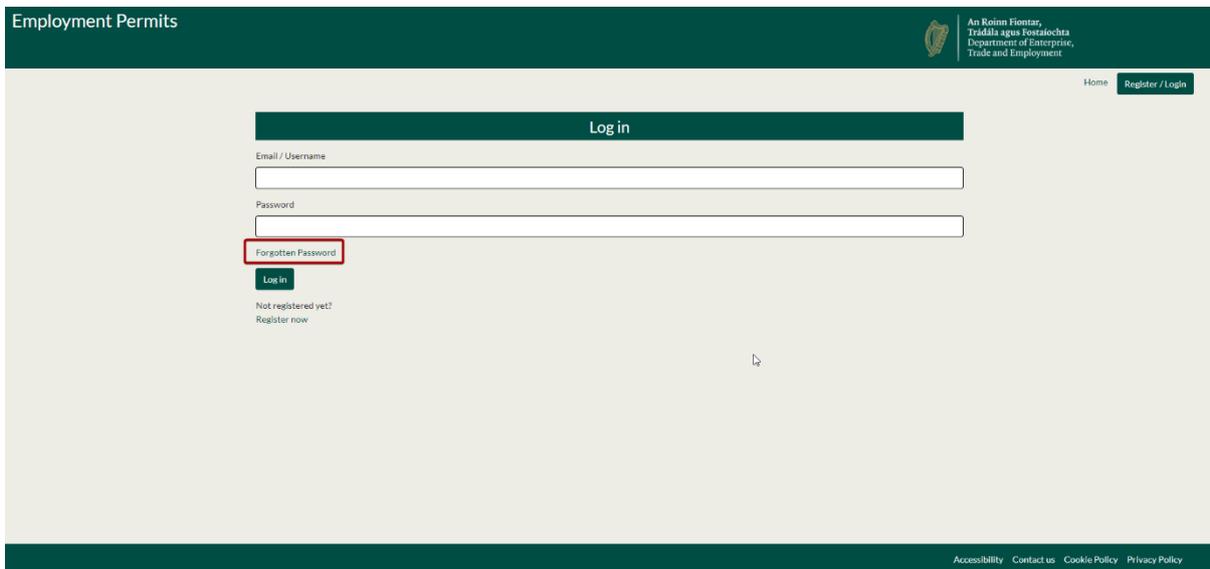
Clear

Please complete your profile above and click Submit to update. Once profile has been completed you will need to complete a Company Verification Request via Profile Page if you wish to be approved to Apply for Permits or if you wish to update one of the non-editable fields above after completing your Profile Page.

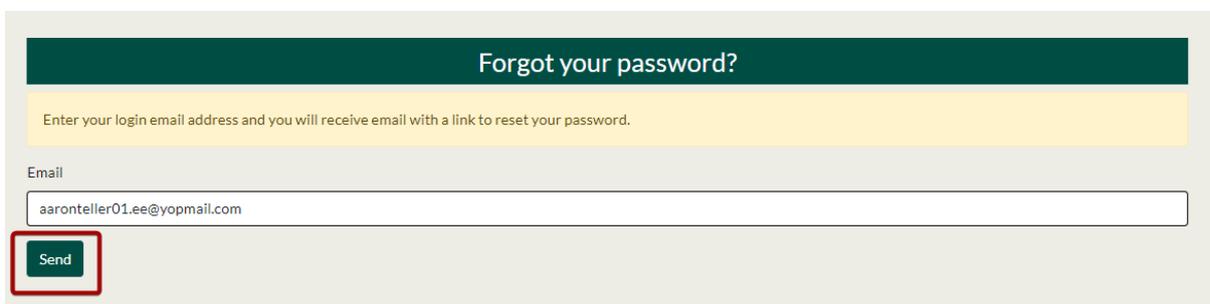
Submit

## 2.1.9 Login / Reset Password

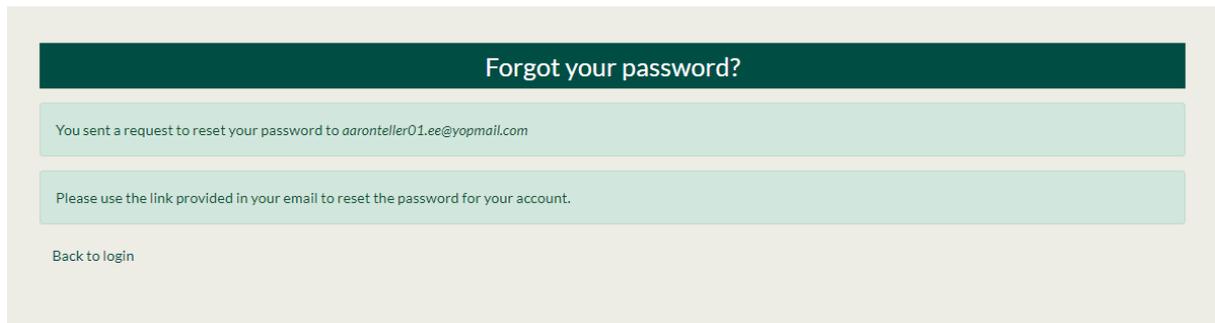
User clicks 'Register / Login' and then selects 'Login' and enters login email and password and click 'Login'.



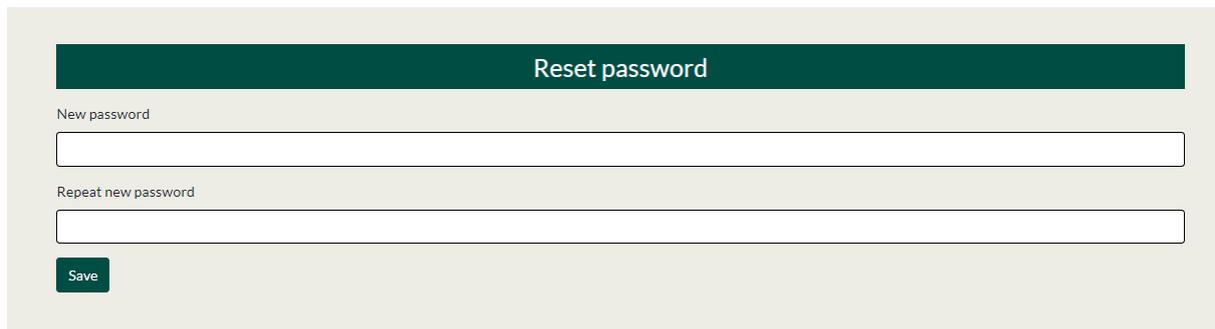
User clicks 'Forgotten Password' and enters login email and clicks 'Send'.



Information message displays informing them to go to their login email and click on hyperlink.

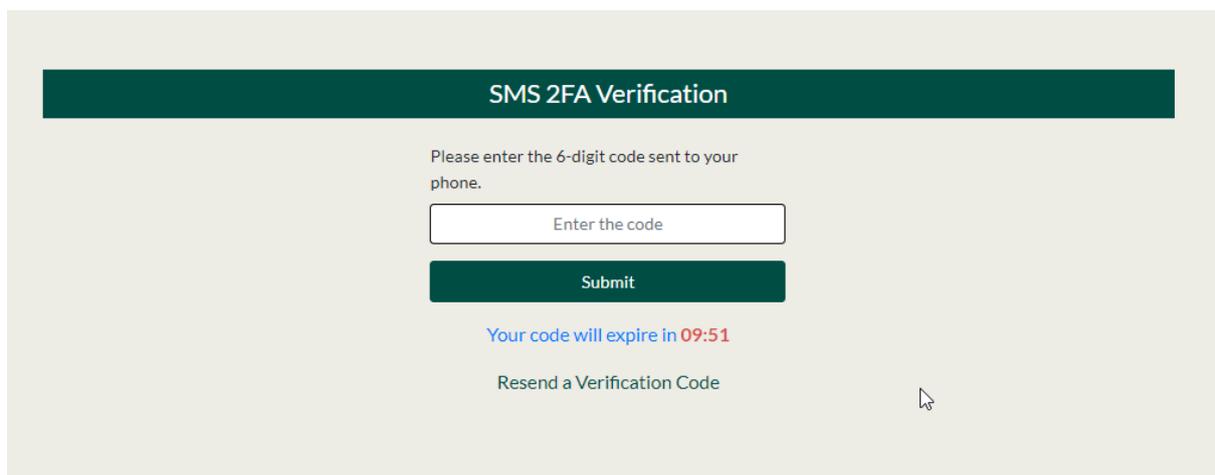


Upon clicking hyperlink, a reset password page displays. User can enter a new password and repeat password and clicks save. Information message confirming password change, User clicks 'back to login'



### 2.1.10 SMS / 2FA (2 factor authentication)

User enters a valid email and password and an SMS 2FA Verification page, enters the code received on their login mobile and clicks on submit. User is then logged into the system.



## 2.2 Company Verifications and Renewals

### 2.2.1 New Verification Application (to apply for Permits)

After the Employer / Agent completes their profile (see section 2.1.8), User can click on 'Menu' (top right hand of screen) and select 'My Company Profile'. They navigate to the bottom section of the page to 'Company Verification'.

I accept DETE (Department of Enterprise, Trade and Employment) to contact me via Email and SMS.

Yes

### Company Verification

To be able to create Permit Applications your company must be verified. This verification needs to be renewed every year with up-to-date information of your company. If you would like to update your company's details, you must create another verification request with the updated information. If the update is done during the renewal period, it will renew your verification for another year. However, you should provide all the information that is necessary for renewal. To create a Verification Request for your company please click the button below. If you would like to update any of the editable fields above please make updates and click Submit below. If you would like to update your mobile number or email address that are bound to your portal account, please contact DETE.

Verification Status	Verification Expires On	Renewal Available From
Not Verified		

### Your Latest Company Verification Request

Requested On	Company Info Verified	Rejection Reason
No Data Available		

[Create Verification Request](#) [Submit](#)

User clicks 'Create Verification request' and the 'Company Verification Request' page surface and the User uploads relevant documents. The pre-populated fields can be amended if needed. Any amendments made here will only be applied if the request is approved.

## Company Verification Request

Please upload a statement of account from Revenue for the last three months \*

Select files...

Statement of Account - Revenue.jpeg  
156.29 KB
x

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Please upload a copy of a letter from Revenue confirming registration, date of registration and ERN (start-up) \*

Select files...

Letter from Revenue.png  
37.34 KB
x

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Registered Name of Company/Business

Barry Bros Limited

Employer Registered Number

1234567EK

Company Name Registered Number (if applicable)

Submit

User clicks on submit and their profile page surfaces where they can see the latest verification request has been submitted and is pending approval.

## Company Verification

To be able to create Permit Applications your company must be verified. This verification needs to be renewed every year with up-to-date information of your company. If you would like to update your company's details, you must create another verification request with the updated information. If the update is done during the renewal period, it will renew your verification for another year. However, you should provide all the information that is necessary for renewal. To create a Verification Request for your company please click the button below. If you would like to update any of the editable fields above please make updates and click Submit below. If you would like to update your mobile number or email address that are bound to your portal account, please contact DETE.

Verification Status	Verification Expires On	Renewal Available From
Not Verified		

### Your Latest Company Verification Request

Requested On	Company Info Verified	Rejection Reason
13/02/2025	Pending Approval	

Create Verification Request

Submit

### 2.2.2 Renewals

User is logged in as Employer / Agent whose verification is 'pending renewal'. User clicks 'company registration renewal' and the steps are the same as in 2.2.1 above.

**Company Verification**

To be able to create Permit Applications your company must be verified. This verification needs to be renewed every year with up-to-date information of your company. If you would like to update your company's details, you must create another verification request with the updated information. If the update is done during the renewal period, it will renew your verification for another year. However, you should provide all the information that is necessary for renewal. To create a Verification Request for your company please click the button below. If you would like to update any of the editable fields above please make updates and click Submit below. If you would like to update your mobile number or email address that are bound to your portal account, please contact DETE.

Verification Status	Verification Expires On	Renewal Available From
Pending Renewal	28/2/2025	28/11/2024

**Your Latest Company Verification Request**

Requested On	Company Info Verified	Rejection Reason
13/02/2025	Approved	

Company Registration Renewal
Submit

## 2.3 Manage Customers - Agents

### 2.3.1 Search for Employee or Employer and Submit

User navigates to the menu and clicks on 'Manage Customers' and the 'Manage Customers' page surfaces.

**Manage Customers**

**Pending/Approved Authorizations**

Customer	Authorization Status	Buttons
No Data Available		

**Rejected/Revoked Authorizations**

Customer	Authorization Status
No Data Available	

Request Authorization

User clicks on 'Request Authorisation' button and the 'Request Authorisation' page surfaces.

**Request Authorization**

Employee  Employer

Employee Full Name

Employee Email Address

Back Request Authorization

User enters Employee Full Name and Email address as used for their Portal Account and clicks 'request authorisation'.

**Request Authorization**

Employee  Employer

Employee Full Name

Aaron Teller

Employee Email Address

aaronteller01.ee@yopmail.com

Back Request Authorization

**Request Authorization**

Employee  Employer

Employee Full Name

Aaron Teller

Employee Email Address

aaronte

Requested Agent Authorization.

Close

The same above applies for an Employer, but they must select the Employer option (radio button) on the screen. They must also enter company name and Employer Registered Number (ERN).

## Request Authorization

Employee
  Employer

Employer Company Name

Employer ERN

Back
Request Authorization

## Manage Customers

### Pending/Approved Authorizations

Customer	Authorization Status	Buttons
Aaron Teller	Pending	<span style="background-color: #004a4a; color: white; padding: 2px 5px; border-radius: 3px;">Revoke</span>
Barry Bros Limited	Pending	<span style="background-color: #004a4a; color: white; padding: 2px 5px; border-radius: 3px;">Revoke</span>

### Rejected/Revoked Authorizations

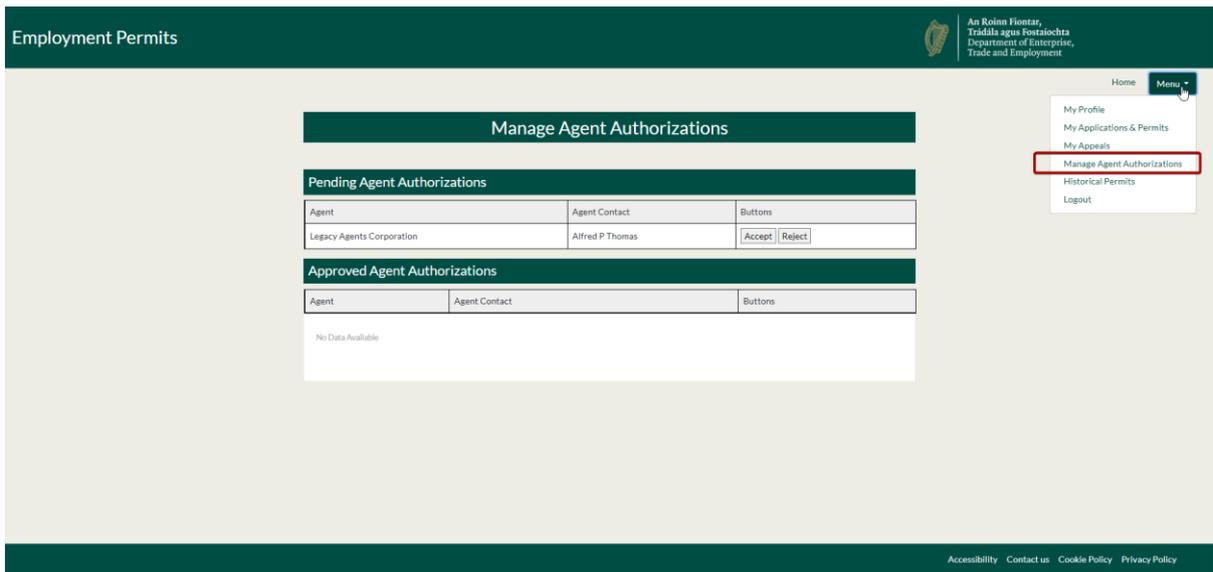
Customer	Authorization Status
No Data Available	

Request Authorization

Pending and Approved Authorisations surface in the top grid on Manage Customers page.

### 2.3.2 Approve / Reject by Employee/Employer

Employee/Employer logs in and navigates to the menu and clicks on 'Manage Agent Authorisations' and this page will surface.



User can click 'Approve' or 'Reject' on this screen to accept or reject any requests. The same process applies to Employer/Employee.



### 2.3.3 Revocation of Approvals

On the same screen, the User can see the already approved requests and here they can click on 'Revoke' to remove Agent Authorisation.



## 2.4 Profile Updates – Employer/Employee

### 2.4.1 Updating non-core fields

Employee Users can update their editable fields on their profile page and can then click submit at the bottom of the page to apply changes. The same steps apply to Employer and Agents.

Address 1\*

Address 2 (Optional)

Town\*

Postcode/Eircode\*

County\*

Country\*

Telephone Number

IRP Number

Please provide the Foreign National's PPS Number if available (Optional)

**Your Latest Profile Update Request**

If you would like to change one of the locked fields in your profile, please create a Profile Update Request which will be reviewed by DETE. If you would like to update any of the editable fields above please make updates and click Submit below. If you would like to update your mobile number that is bound to your portal account, please contact DETE.

Requested On	Status	Rejection Reason
No Data Available		

### 2.4.2 Updating core fields

Employee Users can update their non-editable fields via 'Profile Update Request' section at the bottom of the profile page.

Please provide the Foreign National's PPS Number if available (Optional)

### Your Latest Profile Update Request

If you would like to change one of the locked fields in your profile, please create a Profile Update Request which will be reviewed by DETE. If you would like to update any of the editable fields above please make updates and click Submit below. If you would like to update your mobile number that is bound to your portal account, please contact DETE.

Requested On	Status	Rejection Reason
--------------	--------	------------------

No Data Available

Request Profile Update

Submit

User clicks 'Request Profile Update' and the Profile Update request page surfaces. Here the User can make changes and clicks on submit. Users may be asked for proof of name change and this will need to be provided by uploading a document(s). These requests are reviewed by the Employment Permits team and if approved then changes are applied.

### Profile Update Request

First Name \*

Aaron

Middle Name(s)

New middle name

Family Name \*

Teller

Please upload the proof of the name change. \*

Select files...

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Date of Birth \*

03/11/1992

Email Address \*

aaronteller01.ee@yopmail.com

National of \*

India

Passport Number \*

123123456CA new number & date

Passport Expiry Date \*

24/01/2025

Please upload the personal details page of your new passport. \*

Select files...

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Gender (as per the Passport) \*

Male

Submit

For Employers/Agents, any profile changes need to be completed via their Company Verification Request procedure, at the bottom of their profile page. These requests are reviewed by the Employment Permits team and changes applied when request is approved.

### Company Verification

To be able to create Permit Applications your company must be verified. This verification needs to be renewed every year with up-to-date information of your company. If you would like to update your company's details, you must create another verification request with the updated information. If the update is done during the renewal period, it will renew your verification for another year. However, you should provide all the information that is necessary for renewal. To create a Verification Request for your company please click the button below. If you would like to update your mobile number or email address that are bound to your portal account, please contact DETE.

Verification Status	Verification Expires On	Renewal Available From
Verified	30/1/2025	30/10/2024

### Your Latest Verification Request

Requested On	Verification Status	Rejection Reason
No Data Available		

Create Verification Request
Submit

## Company Verification Request

Please upload a statement of account from Revenue for the last three months \*

Select files...

Statement of Account - Revenue.jpeg  
156.29 KB
✕

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Please upload a copy of a letter from Revenue confirming registration, date of registration and ERN (start-up) \*

Select files...

Letter from Revenue.png  
37.34 KB
✕

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Registered Name of Company/Business

New Name, ERN & Company Name Reg No

Employer Registered Number

1234567EK

Company Name Registered Number (if applicable)

11111111111

Submit

## 2.5 Apply for a Permit

### 2.5.1 Selecting a Permit type

User navigates to the Landing Page via Menu and clicks 'My Applications and Permits'. User clicks 'New Application'. Employee Users are asked to complete the question regarding any active permits and clicks 'Next'.

Home
Menu ▾

New Permit Application

- My Company Profile
- My Applications & Permits ▶
- My Appeals
- Manage Company Users
- Manage Locations
- Manage Agent Authorizations
- Historical Permits
- Logout

Permit Applications

Application ID	Application Type	Permit Type	Employee	Status	Buttons
No Data Available					

Permits

Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Status	Actions
No Data Available						

*Employee Users Question:*

Do you have an active Permit already issued?

Yes  No

Back
Next

Once they click 'Next' and a screen surfaces, where they are asked if they need assistance to select a Permit Type or they can select from a list. User clicks on 'I will select Employment Permit Application Form from the List' and they are taken to Permit Select page. User is asked to select the permit type and then clicks on save and next.

Employment Permits

In order to work in Ireland a non-EEA National, unless exempted, must have a valid employment permit issued on their behalf. The issue of an employment permit is predicated on a job offer from a prospective Irish employer who has made every effort to recruit an Irish or EEA national for the post. Applications are considered under the Employment Permits Acts 2003 and 2006, as amended, which set out in legislation the criteria in relation to the application, grant and refusal of employment permits.

In order to apply for an Employment Permit online you must have:

- Access to a scanner or camera to create electronic copies of required documentation to upload, and
- A valid credit/debit card to pay any fees that are applicable.

Help me choose Employment Permit Application Form
I will select Employment Permit Application Form from the List

Return to the Landing Page

Please click here for important notices and checklists

Please select the Permit Type you would like to apply for. \*

General Employment Permit

Back
Save & Next

As Agent User, you will be asked to confirm if you are an Employee Agent, Employer Agent or Employer and to then select save and next.

Please select the Permit Type you would like to apply for. \*

Please select your role within this Permit Application \*

Employer's Agent

Employee's Agent

Employer

Back
Save & Next

## 2.5.2 Selecting Actors – Agent, Employer, Employee

Once the User clicks on save and next a page surfaces called 'Other Parties' page, here they can see their own details and sections to search for either Employer or Employee. If they have any Agents approved, an Agent can be selected. If the permit type requires a fee, select who will pay the fee here.

### Employee Details

Full Name \*

Date of Birth \*

Passport Number \*

### Employer Details

Employer

Employer Contact Person

Who will pay the Fee for this Application? \*

If Employee User initiated the New application, enter Employer Name and Register Number and clicks on search. If the Employer is found, then they need to select an Employer Contact Person from the list that displays.

**Employee Details**

Employee  
Aaron Teller

**Employer Details**

Employer Name \*  
Barry Bros Limited

Employer Registered Number \*  
1234567EK

Search 

**Employee's Agent Details**

Agent

Who will pay the Fee for this Application? \*  
Employer

Back Save & Next

**Employee Details**

Employee  
Aaron Teller

**Employer Details**

Employer Name \*  
Barry Bros Limited

Employer Registered Number \*  
1234567EK

Search 

Employer \*  
Barry Bros Limited

Employer Contact Person \*  
Adam Jamie Rogers

Agent

Who will pay the Fee for this Application? \*  
Employer

Back Save & Next

If Employer User initiated the New Application, enter Employee Full Name, Date of Birth and Passport Number and clicks on search.

**Employee Details**

Full Name \*

Date of Birth \*

Passport Number \*

---

**Employer Details**

Employer

Employer Contact Person

Who will pay the Fee for this Application? \*

**Employee Details**

Full Name \*

Date of Birth \*

Passport Number \*

---

**Employer Details**

Employer

Employer Contact Person

Who will pay the Fee for this Application? \*

If the Agent initiated the New application, they must select their approved authorisation for either the employee or employer. If Agent User has selected 'Employer Agent' then they will need to search for the Employee and then select their Employer. It would be the reverse process if the Agent User has selected 'Employee Agent'.

## Employee Details

Employee \*

Employer Name \*

Employer Registered Number \*

Search Q

## Employee's Agent Details

Employee Agent

Employee Agent Contact Person

Back

Save & Next

## Employee Details

Employee \*

## Employer Details

Employer Name \*

Employer Registered Number \*

Search Q

Search

## Employee's Agent Details

Employee Agent

Employee Agent Contact Person

Back

Save & Next

**Employee Details**

Employee \*

**Employer Details**

Employer Name \*

Employer Registered Number \*

Employer \*

Employer Contact Person \*

Adam Jamie Rogers

Employee Agent

Employee Agent Contact Person

Once the parties (Employer, Employee, Agent) involved have been set, the User clicks on save and next, and the relevant permit page will surface.

### 2.5.3 Completing questions – Employer, Employer, Agent

Depending on the party, a set of questions will surface for the User to complete, followed by a requirement to upload a Passport Photo.

Is the Foreign National currently in the State?

Has the Foreign National been in the State on a previous occasion without permission?

Has the Foreign National previously made an application for asylum in the State?

Has the Foreign National sought permission to land in the State on a previous occasion?

Is the Foreign National currently employed in the State?

Has the Foreign National been employed in the State previously?

Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?

No

Is the Foreign National the spouse, civil partner or the dependant of, the holder of an Employment Permit or to the holder of any other type of permission to work in the State?

No

**Document Type Help:**

The passport photo of the Foreign National **MUST** be in the following specifications:

- Minimum image size is - width 413 pixels (35mm) x height 531 pixels (45mm)
- Maximum image size is - width 448 pixels (38mm) x height 590 pixels (50mm)
- Image resolution range 240 dpi to 300 dpi.

Photos should not be scanned and foreign nationals are advised to go to an official photo shop with these specifications and obtain a Digital File Photo saved in a Jpeg format. Failure to provide the correct photo size, format, and resolutions will result in the inability to submit your employment permit application.

Tools to resize and amend photo resolution are available with no cost on the internet, however, the Department is not in a position to recommend any specific tool.

Please provide a passport sized photograph for the Permit.

Upload Passport Photo

Back

Save & Next

### 2.5.4 Completing permit details – Employer, Employer Agent

Depending on the parties, a set of questions / uploads will surface for the User to complete an additional Details Pages, depending on the permit type. The screen shots below are an example of the Details Pages to complete for a general employment permit application.

**Employment Details**

Title of Job \*

Please enter Standard Occupational Classification (SOC), if known (4 Digit Code)

Please upload a signed copy of the Contract of Employment \*

Select files...

Allowed Extensions: .pdf;.png;.jpg;.jpeg

What are the main functions of this job

Highest level of Qualification relevant to the employment e.g. Certificate, Diploma, Degree, etc.

Please select your Profession from the available list

Please upload a copy of your Registration/Recognition certificate \*

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Is the application in respect of employment as an executive chef, a head chef, sous chef, chef de partie or commis chef, please confirm here that it is not part of a fast food establishment.

Place(s) at which the employment concerned is to be carried out.

Employment Address \*

Additional Employment Addresses

Proposed Period of Employment Permit (in months) \*

Proposed Start Date \*

We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

Please detail the qualifications, skills, knowledge or experience required for this job

Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National

Back

Save & Next

## Remuneration Details

Gross Annual Remuneration \*

Gross Annual Salary \*

Gross Weekly Salary \*

Hourly Rate of Pay \*

Deductions from Gross Weekly Salary \*

Please specify purpose of deductions \*

Health Insurance \*

Please specify name of Health Insurance Provider \*

Number of hours of work per week \*

Back

Save & Next

## Advertisement Details

### Labour Market Needs Test

The Person who has made the offer of employment in the case of a General Employment Permit or Contract for Services employment permit application is required in all cases, other than the exemptions provided below, to offer the employment that is the subject of the General Employment Permit application to an Irish or EEA citizen by way of a Labour Market Needs Test. The Labour Market Needs Test must be conducted within the 90-day period preceding the date of the application. Applications should not be submitted unless this Labour Market Needs Test has been completed.

The Labour Market Needs Test is not required in respect of the following applications:

- applications in respect of employments where there is a shortage in respect of the relevant qualifications, skills, or experience which are required for the proper functioning of the economy and which employments are listed in Schedule 3.
- applications in respect of all other employments with an annual remuneration of €64,000 or more, other than those employments for,
- applications that are supported by a State Enterprise Agency i.e. Enterprise Ireland or IDA Ireland.
- applications in respect of foreign nationals who were previously the holder of a Work Permit/General Employment Permit and who have been made redundant within 6 months of the date of application.
- applications in respect of a Carer in a private home who is caring for a person with exceptional medical needs and where the non-EEA national is already providing care to that person and that person has developed a high level of dependence on that non-EEA national.

The requirements of the Labour Market Needs Test are that the employment that is the subject of the General Employment Permit application must be:

1. A notice must be placed with the Department of Social Protection Employment Services/EURES employment network for a minimum of 28 days (continuously); and
2. The notice must be placed on an additional online platform, also for a minimum of 28 continuous days. The online platform can be any website, software, or electronic technology that provides online publication of information, with the principal purpose being to publish offers of employment.
3. Both notices placed with the Department of Social Protection Employment Services/EURES employment network and on the additional second online platform must contain the following information:

- a description of the employment
- the name of the employer
- the minimum annual remuneration
- the location/s of employment
- the hours of work

4. Applications for employment permits subject to the LMNT must be made within 90 days (or 120 days if the employer is a third-level institution), from the day in which the notice was first published.

#### How to arrange an advertisement with the Department of Social Protection Services and with EURES

The Department of Social Protection Employment Services network ensures national coverage while the EURES (European Employment Services) network advertises the vacancy across the EU.

To arrange the advertisement with the Department of Social Protection and EURES, employers/contractors can log onto the Department of Social Protection Employment Services JobsIreland at [jobsireland.ie](http://jobsireland.ie) or [gov.ie/dsp](http://gov.ie/dsp) and select the employer option for the online service.

Alternatively, employers/contractors can contact JobsIreland on Tel 08118 111 112 or 01 248 1389 to register their vacancy by phone, or email [jobsireland@welfare.ie](mailto:jobsireland@welfare.ie).

The vacancy the employer/contractor has registered will be given a reference number.

An application for an employment permit can only be submitted when the Labour Market Needs Test has been completed and the application must be submitted within 90 days of the commencement of the advertisement on JobsIreland/EURES.

Importantly, employers should note that vacancies should not be amended or extended, at any time, during the 28 days of advertising on the JobsIreland site, this is also the requirement for the vacancy listed on the online platform.

#### Advertisements on additional online platforms

Employers may choose any of the number of online recruitment platforms which advertise offers of employment in Ireland or across the EU.

### Employment Permits Section

#### LMNT: Labour Market Needs Test

Is a labour market needs test required for this applications

The reason for not needing LMNT \*

Back

Save & Next

### Multi-Site Permit Questions/Fields

If the Permit is for a Multi-Site Permit the following conditions need to be met in order for the appropriate fields to be visible and to be completed by Employers. The Employer must have their 'Please Provide Economic Sector' field on their Profile page set to 'Q – Health & Social Work Activities'.

Please Provide Economic Sector  
Q - Health & Social Work Activities

Are you operating as a Public Hospital or Public Health facility that is funded by the HSE?  
No

The Permit Type of the Permit Application should be for a General Employment permit (GEP) and the Profession selected in the 'Please select your Profession from the available list' field should be 'Medical Practitioner'. This will then make the section appear for user to complete as in below image.

Please select your Profession from the available list  
Medical Practitioner

Please select the regulatory body responsible for registration or recognition

Registration/PIN/Licence No \*

Please upload a copy of your Registration/Recognition certificate \*

Select files...

Allowed Extensions: .pdf;.png;.jpg;.jpeg

**If you selected 'Medical Practitioner' from the 'Profession' list above, please answer the following questions.**

Type of Health Professional \*

Multi Site Option  
No

Contract Start Date \*

Contract End Date \*

### 2.5.5 Completing declarations – All parties (Employer, Employee, Agent)

After each User completes the relevant page, they are taken to the 'Declaration Page', where they must provide their 'e-signature' and then click on Submit.

## Declaration of foreign national

I, the undersigned, agree to undertake employment on the above basis and I understand that, while in employment in the State, I will be entitled to the full benefit of all the relevant Irish Employment Rights Legislation.

I hereby solemnly declare that:

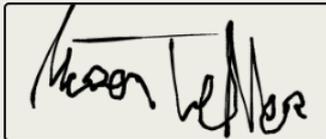
- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Principal Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the Workplace Relations Commission (WRC) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature \*



Clear

Back

Save & Close

## Declaration of person who has made the offer of employment

I, hereby solemnly declare that the particulars given in this application are true to the best of my knowledge and belief. I further declare that the full benefit of all the relevant Irish Employment Rights Legislation will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Principal Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant of the permit;
  - the recruitment of the holder for the employment in respect of which the application was made; or
  - any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the Workplace Relations Commission (WRC) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature



Clear

Back

Save & Close

### 2.5.6 Payments (where an application requires a fee)

For permit applications that require a fee, once both parties have signed their declarations, the party Actor who is to pay the fee will see a 'Pay Now' button on the application. They submit their payment details.

New Permit Application

### Permit Applications

Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	General Employment Permit	Aaron Teller	Withdrawn	
	New	General Employment Permit	Aaron Teller	Awaiting Payment	<a href="#">Pay Now</a> <a href="#">Withdraw</a>
	New	Dependant Employment Permit	Aaron Teller	Draft	<a href="#">Edit</a> <a href="#">Withdraw</a>

### Permits

Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Status	Actions
-----------	-------------	----------	-------------------	-----------------	--------	---------

No Data Available

1 Billing Details



Email Address

 @

Full Name (First and Last Name)

Street Address

Country

 ▼

State / Province / Region / County

City / Town

ZIP / Postal Code / Eircode

Phone Number

 📞 ⓘ

CONTINUE

## 2 Payment Details



Card Number



Expiry

Security Code



Cardholder Name

PAY NOW



Securely processed by  
Global Payments

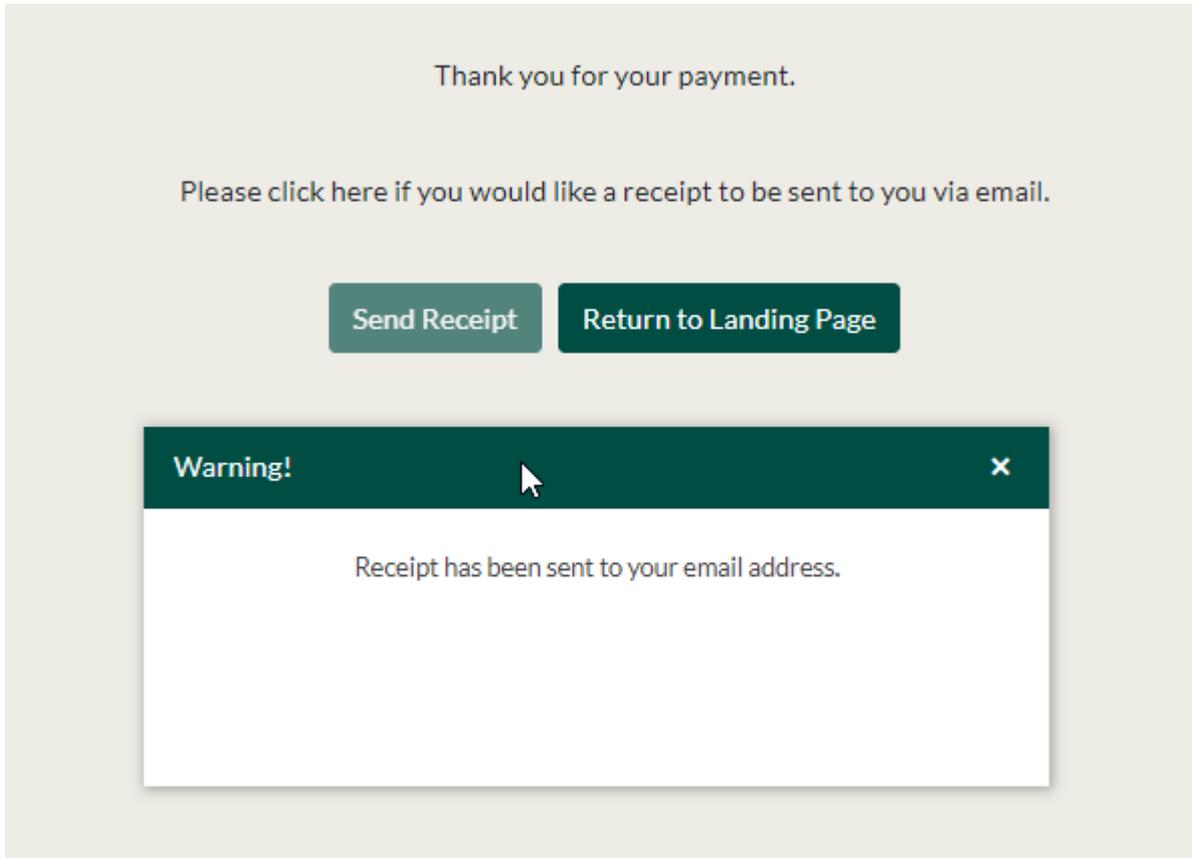
Once User completes their payment, they are taken back to a 'Payment Confirmation' screen where they can select a receipt or navigate back to the landing page.

Thank you for your payment.

Please click here if you would like a receipt to be sent to you via email.

[Send Receipt](#)

[Return to Landing Page](#)



### 2.5.7 Payments (where an application does not require a fee)

For permit applications that do not require a fee, for example where the Permit Type is one of the following:

- DEP – Dependent Employment Permit
  - EAP – Exchange Agreement Permit
- or
- If the Foreign National is married to/or in a civil partnership with an Irish or EEA national (regardless of who is selected to pay the Fee)

Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?

No

- If the Employer is a registered Charity and provides their Charity Number and only if the Employer is selected to pay the Fee.

If the Person who will make the offer of employment / Employer / Connected Person / EEA Contractor is a Charity, please supply the Charity Number

12345687AR

Please upload a Letter from the Revenue Commissioners confirming your charitable status.

Select files...

Allowed file types: No file chosen .jpg .jpeg

Applications for the above will be submitted to be processed after both Declarations have been signed.

## 2.6 Permit Application Actions

### 2.6.1 Edit a Permit Application

Where a permit application has a status of draft, the User can click an edit button to make changes to the employee details page or permit details page, or to pick-up and complete users relevant pages of an application initiated by another party.



The screenshot shows a web interface with a 'New Permit Application' button in the top right. Below it is a table titled 'Permit Applications'. The table has six columns: Application ID, Application Type, Permit Type, Employee, Status, and Buttons. There are four rows of data. The second row from the bottom has a status of 'Draft' and its 'Buttons' column dropdown menu is open, showing 'Edit' and 'Withdraw' options. A mouse cursor is pointing at the 'Edit' option.

Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	Intra-Company Transfer Employment Permit	A UAT Employee	Awaiting Payment	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾
	Transfer	General Employment Permit	A UAT Employee	Draft	Edit Withdraw
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾

### 2.6.2 Withdraw a Permit Application

Where a permit application has a status that is not a final status, the User can click on the 'Withdraw' button to withdraw their application.



The screenshot shows a web interface with a 'New Permit Application' button in the top right. Below it is a table titled 'Permit Applications'. The table has six columns: Application ID, Application Type, Permit Type, Employee, Status, and Buttons. There are four rows of data. The second row from the bottom has a status of 'Draft' and its 'Buttons' column dropdown menu is open, showing 'Edit' and 'Withdraw' options. A mouse cursor is pointing at the 'Withdraw' option.

Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	Intra-Company Transfer Employment Permit	A UAT Employee	Awaiting Payment	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾
	Transfer	General Employment Permit	A UAT Employee	Draft	Edit Withdraw
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾

### 2.6.3 Appeal

Where a permit application has a status of 'Refused', the User can click on the 'Appeal' button and the Appeal page surfaces. Here the User can enter the grounds for their appeal and upload supporting documents and click on submit.

New Permit Application

### Permit Applications

Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	Intra-Company Transfer Employment Permit	A UAT Employee	Refused	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Request Refund Appeal Actions ▾
	Transfer	General Employment Permit	A UAT Employee	Draft	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾

### Appeal

Grounds of Appeal \*

I was refused for no reason!!!

Supporting document \*

Select files...

 Letter from Revenue.png  
37.34 KB

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Back
Submit

If the User needs to add additional information, they can click on 'My Appeals' in the menu and selects 'Appeals' with 'Requested Information' status, they can then click on 'Upload' button and proceed to upload additional information and click on submit.

Employment Permits

An Roinn Fiontar, Trádála agus Fostaíochta  
Department of Enterprise, Trade and Employment

Home Menu ▾

- My Company Profile
- My Applications & Permits
- My Appeals
- Manage Company Users
- Manage Locations
- Manage Agent Authorizations
- Historical Permits
- Logout

My Appeals		
Appeal ID	Appeal Status	Actions
APL-0001015	Requested Information	Upload

My Revocation Appeals		
Appeal ID	Appeal Status	Actions
No Data Available		

Accessability Contact us Cookie Policy Privacy Policy

Please upload the additional information that was requested. \*

Select files...

PNG Temp.png

37.34KB

x

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Back
Submit

### 2.6.4 Withdraw an Appeal

Where a User has submitted an Appeal for an application, if the Appeal is not approved or rejected, the User can select 'Withdraw Appeal' which is available on the landing page.

New Permit Application

Permit Applications					
Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	Intra-Company Transfer Employment Permit	A UAT Employee	Appeal Submitted	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Withdraw Appeal
	Transfer	General Employment Permit	A UAT Employee	Draft	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾

### 2.6.5 Request a Refund

Where a User has an application where a fee was paid and the application has one of the following statuses: - Refused, Rejected, Returned or Withdrawn, they can select 'Request Refund' from the menu and a Refund request is sent to Department of Enterprise, Trade and Employment to process.

New Permit Application

Permit Applications					
Application ID	Application Type	Permit Type	Employee	Status	Buttons
	New	Intra-Company Transfer Employment Permit	A UAT Employee	Refused	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Request Refund Appeal
	Transfer	General Employment Permit	A UAT Employee	Draft	Actions ▾
	New	General Employment Permit	A UAT Employee	Draft	Actions ▾

## 2.7 Permit Actions

### 2.7.1 Edit a Permit

Where a User needs to change one of the following on an issued permit:- Employee Location, Additional Employee Locations, Job Title, Annual Salary or Working Hours (per week), they select 'Edit' and a 'Permit Update Request' page will surface. The User completes the necessary changes and clicks on submit. Request sent to Department of Enterprise Trade and Employment to process.

Permits					<a href="#">Edit</a> <a href="#">Cancel</a> <a href="#">Redundancy Request</a>
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Issued
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	17/02/2026	<a href="#">Actions</a>

Permit Update Request

Job Title

Annual Salary

Working Hours (per week)

Employee Location

Additional Employee Locations

Back
Submit

### 2.7.2 Renew a Permit

Where a permit is renewable and the end date is due to expire (within the next 3 months), the User clicks on 'Renew' button from the menu. The 'Renew' button only becomes available during this timeline. When the User clicks on the button, it the starts the permit application process as in section 'Apply for a Permit' but the application type is 'Renewal' instead of 'New'.

Permits					<a href="#">Edit</a> <a href="#">Cancel</a> <a href="#">Redundancy Request</a> <a href="#">Renew</a>
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	

### 2.7.3 Renew a Contract

Where a permit is a multi-site, and where the contract end date is due to expire within 30 days, the User will be able to see a 'Renew Contract' button. On click of this button they will be taken to the 'Contract Renewal' page, where they will be asked to upload a new contract

and confirm dates and whether a location change is needed, and clicks on submit. Request will be sent to the Department of Enterprise Trade & Employment (DETE) to process.

Permits					
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	<ul style="list-style-type: none"> <li>Edit</li> <li>Cancel</li> <li>Redundancy Request</li> <li><b>Renew Contract</b></li> <li>Renew</li> </ul>

### Multi-Site Contract Renewal

Contract Start Date \*

Contract End Date \*

Upload Contract for Renewal \*

Select files...

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Are you moving to another Location?

Back
Submit

In the event of a location needing to be changed, User can select 'Yes' in the 'Are you moving to another location?', this will surface fields for the User to search.

### Multi-Site Contract Renewal

Contract Start Date \*

Contract End Date \*

Upload Contract for Renewal \*

Select files...

EP - Invalid Min Width.jpg  
1.61 KB
×

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Are you moving to another Location?

Employer Name \*

Employer Registration Number \*

Back
Submit

Search 

Search

The User must find the Employer Name first and once they do, the then select a location and enter any additional locations if required.

Are you moving to another Location?

Yes

Employer Name \*

A Transfer Company 01

Employer Registration Number \*

ERNTC12345

Search

Employer

A Transfer Company 01

Employee Location

Additional Employee Locations

Back Submit

### 2.7.4 Cancel a Permit

Where a permit is issued, if a User wishes to cancel their permit, they can click on 'Cancel' from the menu and are taken to a cancellation request page. The User selects a reason from the drop down options, enters a date and clicks on submit. The Request is sent to DETE to process.

Permits					Edit
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Cancel
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	Redundancy Request
					Renew

Cancellation Request

Cancellation Reason \*

Employment Ceased by Employee

Cancellation Date \*

01/11/2024

Back Submit

## 2.7.5 Revocation Appeal

Where a permit has a 'Revoked Pending' status, they can select a 'Revocation Appeal' button and a Revocation Appeal page will surface. User enters their grounds of appeal and uploads their supporting documents and clicks submit. A Request is sent to DETE to process.

Permits					
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Status
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	Revoke Pending

Cancel  
Revocation Appeal  
Renew

Actions

### Revocation Appeal

Grounds of Appeal \*

The information regarding immigration was incorrect please see supporting document!

Supporting document \*

Select files...

JPG.jpg  
10.94KB

Allowed Extensions: .pdf; .png; .jpg; .jpeg

Back Submit

If the User needs to add additional information, they can select 'My Appeals' and follow steps similar to section 'Appeal', under section 'Permit Application Actions'.

### Employment Permits

An Roinn Eimtar, Trádhú agus Rostáilochta  
Department of Enterprise, Trade and Employment

Home Menu

#### My Appeals

Appeal ID	Appeal Status	Actions
No Data Available		

#### My Revocation Appeals

Appeal ID	Appeal Status	Actions
RVAP-0001013	Requested Information	Upload

Accessibility Contact us Cookie Policy Privacy Policy

## 2.7.6 Withdraw of a Revocation Appeal

Similar to 'Withdraw an Appeal, under section 'Permit Application Actions' only for 'Revocation Appeals'.

Permits						Cancel
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Status	Withdraw,Appeal
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	Appeal Submitted	Renew
						Actions ▾

### 2.7.7 Redundancy

Where a permit is issued, User selects 'Redundancy Request' and a 'Redundancy Request' page surfaces. They then download the Redundancy Form (Form NOR002/18) via hyperlink and upload the complete form and letter from the Employer specified on the Permit. User then clicks on submit. The Request is sent to DETE to process.

Permits					Edit
Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Cancel
BRS73227	General Employment Permit	Homer Simpson	17/02/2025	27/02/2025	Redundancy Request
					Renew

Redundancy Request

Download NOR002/18 Form here  
 NOR002/18 Form \*

Select files...

PNG Temp.png  
37.34 KB
x

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Employer's Letter \*

Select files...

JPG.jpg  
10.94 KB
x

Allowed Extensions: .pdf;.png;.jpg;.jpeg

Back
Submit

### 2.7.8 Transfer

It is possible to transfer a permit where the permit type is a General Employment Permit or a Critical Skills Employment Permit.

For Employee Users, a 'Transfer' action will be available under the 'Action' button on an eligible permit.

Permits					Edit
Permit ID	Permit Type	Employer	Permit Start Date	Permit End Date	Cancel
BRE731DT	General Employment Permit	A Portal Company 01	20/11/2024	11/12/2025	Redundancy Request
					Transfer

In some cases, a reason for transferring a permit is required, in relation to the start date of the permit being transferred.

Please select the Permit Type you would like to apply for.

General Employment Permit

Transfer Reason \*

Back Save & Next

Once the User searches for the new employer they are transferring to they will follow the standard steps to complete the request.

For Employer Users, a 'Transfer Permit' button will be available above the Permits grid on the Landing page.

Transfer Permit

### Permits

Permit ID	Permit Type	Employee	Permit Start Date	Permit End Date	Status	Actions
BRS732DE	General Employment Permit	A UAT Employee	26/12/2024	18/02/2026	Issued	Actions

Once transfer Permit is clicked the User will be navigated to the Transfer Permit Search page. The User is prompted to Search for the Permit they would like to Transfer by providing the Permit ID and Employee Passport Number applicable to the relevant Permit.

### Transfer Permit Search

Please enter the Permit ID of the Permit you wish to Transfer, the Employee's Passport Number exactly as it appears on their Profile Page and the click search

Permit ID \*

Employee Passport Number \*

Search Q Search

If the User searches for a valid permit they will be notified that the permit has been found and can proceed to the next step.

## Transfer Permit Search

Please enter the Permit ID of the Permit you wish to Transfer, the Employee's Passport Number exactly as it appears on their Profile Page and the click search

Permit ID \*

Employee Passport Number \*

[Search](#)

## Permit has been found and selected for Transfer

Permit\*

[Back](#)
[Save & Next](#)

Similar to the Employee procedure above, the User may be asked for Transfer reasons depending on dates involved. Agents will have access to the Transfer action or Transfer Permit button if they are involved in the permit being transferred as an Employee agent/Agent or using a transfer permit button if an Employer Agent.

## 2.8 Manage Company Users

### 2.8.1 Adding a new Company User

As an Employer or Agent, the Portal account Administrator (should set up the account) should select 'Manage Company Users' from the menu, click 'Add Company User' to surface the 'Add Company User' page. Here the user's information can be added, followed by clicking submit. This request means that an email will be sent to the new User asking them to set their password. After setting their password, the new User must also complete the 'Mobile Verification' under section 'Login / Create an Account'.

Home
Menu ▾

## Manage Company Users

[Add Company User](#)

[Manage Company Users](#)

Full Name	Email Address	Mobile Number	Location	Role	Status	Buttons
No Data Available						

- [My Company Profile](#)
- [My Applications & Permits](#)
- [My Appeals](#)
- [Manage Company Users](#)
- [Manage Locations](#)
- [Manage Agent Authorizations](#)
- [Historical Permits](#)
- [Logout](#)

## Add Company User

First Name \*

Middle Name

Surname \*

Email Address \*

Mobile Number \*

Location

Company Portal Role \*

Position Held in Company \*

### 2.8.2 Inviting existing (migrated) Company Users

The Portal account Administrator (who set up the account) navigates to the same section mentioned above, then searches for the User in the displayed list. Then clicks on edit and then clicks 'invite to portal' button at the bottom of the page. This request means that an email will be sent to the new User asking them to set their password. After setting their password the new User completes the 'Mobile Verification' under section 'Login / Create an Account'.

Note: User existing in system without a Portal account may need to have some information updated/added via Edit prior to attempting to Invite to Portal.

## Edit Company User

First Name \*

Middle Name

Surname \*

Email Address

Mobile Number

Location

Company Portal Role \*

Position Held in Company \*

### 2.8.3 Activating / Deactivating Company Users

User navigates to 'Manage Company Users' and locates the User they wish to Activate or Deactivate. User clicks on 'edit' at the bottom of the page and they will be able to see an 'Activate' or 'Deactivate' option which they can select.

## Edit Company User

First Name \*

Peter

Middle Name

Mark

Surname \*

Jacobs

Email Address

pjm69.eru@yopmail.com

Mobile Number

+353851010101201233

Location

Barry Bros Limited

Company Portal Role \*

Company User

Position Held in Company \*

Right hand man

Deactivate User

Back

Submit

## Edit Company User

First Name \*

Middle Name

Surname \*

Email Address

Mobile Number

Location

Company Portal Role \*

Position Held in Company \*

Activate User
Back
Submit

### 2.8.4 Updating Company User Information

User selects 'Manage Company Users' from the menu, and searches for the user they wish to update. They click on edit where they can make the changes and click submit. User's information is updated.

## Manage Company Users

Add Company User

Full Name	Email Address	Mobile Number	Location	Role	Status	Buttons
Peter Mark Jacobs	pjm69.eru@yopmail.com	+353851010101201233	Barry Bros Limited	Company User	Active	<span style="border: 2px solid red; padding: 2px;">Edit</span>

## 2.9 Manage Locations

### 2.9.1 Adding a new location

User navigates to 'Manage Locations' via the menu, they click on 'Add Location', enters name and address (including Eircode finder) of location and then clicks on submit. The location should then be added.

- My Company Profile
- My Applications & Permits
- My Appeals
- Manage Company Users
- Manage Locations**
- Manage Agent Authorizations
- Historical Permits
- Logout

Manage Locations					
Location Name	Address 1	Address 2	Town	Eircode	
Barry Bros Limited	7 Eden Court		Edenderry	R45AK37	<a href="#">Edit</a>

## Add Location

Location Name \*

Enter Eircode or address

Address 1 \*

Address 2

Town \*

Eircode \*

County \*

Telephone Number

[Back](#)

[Submit](#)

### 2.9.2 Editing a new location

User navigates to 'Manage Locations' via the menu, a list of locations should surface, they select the location they want to edit and makes the changes and clicks on submit. The changes are added.

Manage Locations					
Add Location					
Location Name	Address 1	Address 2	Town	Eircode	
Barry Bros Limited	7 Eden Court		Edenderry	R45AK37	<a href="#">Edit</a>
New HQ	60 Assumption Road		Edenderry	R45AK27	<a href="#">Edit</a>

### 2.9.3 Setting a Primary Contact

After a location has been added, the User clicks 'edit' on the location where they can see a 'primary contact field'. They can select an existing contact person to be added to the location and then clicks on submit. The location's primary contact should be added.

Edit Location	
Location Name *	<input type="text" value="New HQ"/>
	<input type="text" value="Enter Eircode or address"/> <a href="#">Q</a>
Address 1 *	<input type="text" value="60 Assumption Road"/>
Address 2	<input type="text"/>
Town *	<input type="text" value="Edenderry"/>
Eircode *	<input type="text" value="R45AK27"/>
County *	<input type="text" value="Offaly"/>
Telephone Number	<input type="text" value="0469700000"/>
Primary Contact	<input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Submit"/>	

### 2.10 Historical Permits View

User can view permits ('Rejected', 'Returned', 'Withdrawn', 'Refused') via a grid if they are logged into the system and select 'Historical Permits' from the menu.

## Historical Permit Applications

Permit Application ID	Permit Type	Status
	General Employment Permit	Withdrawn

### **2.11 Accessibility, Contact Us, Cookies Policy, Privacy Policy**

Content are available to the User once they click on the links, Users are navigated to the relevant pages for each contents area.