



Moving to Ireland to work

Your first few weeks



Ibec
For Irish Business





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Welcome to Ireland

Moving to a new country to live and work can be an exciting and rewarding experience for you and your family. Like all changes it is best to be prepared. This document hopes to answer some of your questions to make the move as smooth as possible. It won't answer all your questions – no guide could, but hopefully it will help you get ready to leave your current home and to find your way around for the first few weeks in Ireland.

As you will see the sections deal with a number of different issues. You might like to read the guide all the way through to be prepared, or to find the answer you are looking for. This document focuses on the documents that you need to bring with you and what you need to do to first get settled in work and your community. After you have read this you may like to research further on Ireland and some sources of information are provided here.

The Irish Business and Employers Confederation (IBEC) has been involved in a number of projects in providing support to employers and their workplaces with the support and encouragement from the European Union, the International Labour Office and the Irish National Action Plan against Racism. Much of the information in this document is an answer to issues that were raised as part of that work.

We do hope that you will find this document useful and more importantly that your move to Ireland goes well.

Good luck and welcome to Ireland.



1. Getting ready - before you leave for Ireland



Before you come to Ireland, you will have a number of things to arrange. This list may help you get ready for your departure.

- Find out whether you need a visa to travel to Ireland. If you do, apply well in advance to make sure it is granted on time ☐
- Make sure you have the appropriate employment permission ☐
- Check the date your passport or national identity card expires. It may be worth applying for a new one before you leave home so that it is valid for the entire time you intend to spend in Ireland or a significant portion of it ☐
- Essential Documents – your entry into Ireland and your first few weeks setting up will be easier if you have these documents with you. All of the documents should be originals. If the documents are not in English, it is advisable to get them translated into English before you come to Ireland.
 - *Two forms of personal identification. For example passport and national identity card or driving licence* ☐
 - *Birth certificate* ☐
 - *Marriage certificate* ☐
 - *Academic qualifications, and any trade or professional certificates* ☐
 - *A national/international driving licence* ☐
- Photocopy all important documents in case anything happens to the originals ☐
- Ensure that you have enough money with you for the first few weeks and if you need to, change money so that you have some Euro currency when you arrive. Remember Ireland is quite an expensive country ☐
- If you have any particular health conditions, remember to bring relevant health records with you ☐
- If you are on any medication, bring a suitable supply so that you have time to find a new doctor/pharmacist. ☐

- Make sure you have up-to-date contact details for any friends or family you have in Ireland and let them know you might be dropping by to visit ☐
- If you don't use English regularly, it would be worth working on your languages skills before you arrive ☐
- If you have children who will be attending school in Ireland you should bring school reports and references from your children's current school ☐
- Do some research on Ireland and the area where you will be living ☐
- If you are planning to bring a pet with you to Ireland, organise this well in advance (in most cases over six months). With the exception of animals carrying 'pet passports' from eligible countries, Ireland operates a quarantine system ☐
- Organise somewhere to stay for the first few weeks and find out how to get from the airport/ferry port to where you are going to be staying ☐
- Read any information about the organisation and the site/location where you will be working ☐
- Bring any references from previous landlords ☐

Notes



2. The day you arrive in Ireland ✓

- Entry into Ireland should be straightforward because you already have all the correct visas and permissions. You may be asked to fill in landing cards whilst travelling to Ireland. When you go through immigration control, the immigration officer is likely to want to see the relevant documents concerning your stay so make sure that you carry them with you and have not packed them in your luggage. In particular, you should have your passport/national identity card and your employment permission. If you have family members with you, it is advisable to bring proof of your relationship and any proof that you will be in a financial position to support them. ☐
- Certain goods cannot be brought into Ireland, or need a licence to be brought in. If you will be carrying anything in that category, make sure you have the relevant papers and permission ☐
- Plan what to wear – Ireland's weather is mild but also changeable. It is well worth carrying a raincoat at all times of year – just in case ☐
- Make sure you have some Euro currency with you for the day of your arrival ☐

Notes



3. What to do in your first few weeks in Ireland



Like all countries, there are a few procedures and actions that are required or advisable. You should try to arrange the following as soon as possible after your arrival in Ireland:

- Find a place to live
- Apply for a Personal Public Service Number (PPS number)
- Apply for residency permission
- Register for taxation purposes
- Open an account with a financial institution



Finding a place to live

When you arrive - It is obviously difficult to arrange for permanent accommodation before you come to Ireland but you should make sure that you have made arrangements for somewhere to stay for the first couple of weeks.

Looking for a place to live – the types of accommodation that are available in Ireland can vary quite a lot from rooms to rent in houses, to apartments and houses. Finding the right place can take some time and effort so do look around before deciding what suits your needs best. Prices can vary depending on the size of the property, the standard of the accommodation and the location. In the larger cities you will find that some areas tend to be more expensive than others. Most rented accommodation in Ireland is provided furnished. Places to rent are advertised in a number of different ways in Ireland, in particular:

- There are a number of websites dedicated to advertising rented accommodation. Ask your new colleagues which websites are relevant for your part of the country
- Local newspapers will often advertise accommodation to rent
- A number of real estate agencies not only sell properties but also arrange rented accommodation, and
- Look out in your new locality for notice boards. Many shops will advertise rented accommodation in the area.

Payment



You will need to discuss how rent is going to be paid with your landlord, whether weekly or monthly. But you should be aware that in most cases rent is paid monthly with one or two months deposit paid when you move in. This is refundable in full or in part when you leave depending on the condition that the accommodation is left in. In most cases the rent that you pay does not include bills for the various utilities like electricity, gas, waste and water. Make sure you include these in your calculations when working out how much you can spend on rent. Most landlords will ask you to sign a tenancy agreement – make sure that you are comfortable with all the terms in the agreement before you sign it. Some landlords may ask for references from previous landlords.

Applying for a Personal Public Service number (PPS number)

One of the first things you will need to do is apply for a PPS number. The number itself is used whenever you interact with the Irish State for reasons from employment and taxation to healthcare. PPS numbers need to be applied for in person, when you are in Ireland, at your nearest Social Welfare Office.

The process is very straightforward, but go prepared with the correct documents and leave enough time in case the office is busy that day. You will need to bring documentation to prove:

- Your identity (either your passport/national identity card or Immigration registration certificate)
- Evidence of birth/work/unemployment/residency/tax liability/ or education in a foreign country



- Proof of your address in Ireland (most people bring a bill from a utility company or a letter from their landlord. A letter from your employer or the people you are staying with will often also be accepted but make sure whatever documents you bring have your name and Irish address clearly on them)



At the office, you will need to fill in the REG 1 form to apply for a PPS number and talk to one of the staff members. Once you have applied, your number will be issued and sent to you by post to your Irish address, normally within a week.

Applying for residency permission

You need to check if you need to apply for residency permission (see visas, residency and permits section) and if you do, apply in good time. In order to make an application, you need to go to the GNIB (Garda National Immigration Bureau) offices in Dublin or the Garda District Headquarters in the area that you live in and ask to speak to the Registration Officer.

You will need to bring with you your passport and the relevant documentation relating to your employment permission and any other relevant information. If your spouse is registering, make sure to bring your marriage certificate with you. Registration costs €100 and needs to be paid by bank giro or (in some locations) by credit/debit card. Particularly in large cities, there can be substantial queues for this process, so make sure to leave plenty of time.

At the end of the process you will be given your Immigration Certificate of Registration, which is a credit card size document and is often referred to as a 'GNIB Card'. You should carry this with you when in Ireland.

It is important that you know the date that your certificate runs out and that you apply for a renewal before that happens.

Registering for taxation purposes



All individuals who are resident, ordinarily resident and domiciled in Ireland will have to pay tax on their income, taking into account the relevant credits. The Irish taxation system is called the PAYE system (Pay as you Earn) and it works by employers deducting employees' tax directly from salaries.

You will need to register with the Irish taxation system (known in Ireland as the Revenue) as soon as possible.

To register you will need to do two things:

- let your employer know your PPS number as soon as it has been issued to you ☐
- fill in an application for registration for taxation – this is Form 12 A which you can download from the Revenue website (www.revenue.ie) and post it to the Revenue. You will need to get some information from your employer, like their company number, to complete the form. ☐

The Revenue will then send you (and your employer) a Certificate of Tax Credits and Standard Rate Cut-Off Point. This will ensure that the correct deductions are made from your salary.

It is worth doing this as quickly as possible so that the correct deductions are made. Until you are registered for taxation, deductions will be made from your salary by what is called 'emergency tax', which is likely to be a higher rate than will normally be deducted for you. You will get the difference back once your employer has all the relevant papers.

The taxation system in Ireland may be different from what you are used to. Whilst your first priority will be to make sure you are registered, once you have done that, the Revenue have a number of guides that you can read to familiarise yourself with the system and to make sure you are paying the correct taxation and claiming the correct tax credits.

Opening an account with a Financial Institution



Most people living in Ireland use an account with a financial institution to keep their money safe and manage it. There are a number of financial institutions in Ireland which will offer a wide variety of accounts including banks, credit unions, building societies and the Post Office. You should look around and see what type of product on offer suits you best.

When you go to open your account, you will need to prove your identity and your Irish address. The types of documents that are accepted include:

- Identity Current Passport, Full Driving Licence (must have photo ID) and National Identity card (EU) ☐
- Address Current original utility bill (gas, electricity, telephone, mobile phone), official letter/document sent to your address, a notice of determination of tax credits. ☐

If you have not found a place to live yet, a letter from your employer explaining that you are working but cannot prove your address yet, may be accepted and you can prove your address at a later date.

Other things that you could do within your first couple of weeks include:

- Buy a map of your area ☐
- Enrol your children in school ☐
- Register for English language classes ☐
- Find the local library and have a look at local resources and news. If there is a local tourist centre, get advice on things to do in your area ☐



4. Visas, Residency and Permits needed for Ireland

Everyone working in Ireland needs permission for three things: permission to come into the country, permission to live in the country and permission to work in Ireland. These are three separate permissions, although it may not always feel like it for some people as they may not have to take any concrete action.

I. Permission to come into Ireland: visas – do you need one?

Ireland requires citizens of some countries to apply for, and be granted, a visa before they can enter Ireland regardless of why they are travelling. 'If you or your family members do need a visa, apply in good time. Applications can be made on-line (in some countries) or at your nearest Irish Embassy or Consulate.

Nationals of the following countries do not require visas to enter Ireland:

All countries of the European Union	Dominica	Maldives	Singapore
Andorra	El Salvador	Mauritius	Solomon Islands
Antigua and Barbuda	Fiji	Mexico	South Africa
Argentina	Grenada	Monaco	South Korea
Australia	Guatemala	Nauru	Swaziland
Bahamas	Guyana	New Zealand	Switzerland
Barbados	Hondorus	Nicaragua	Tonga
Belize	Hong Kong	Norway	Trinidad and Tonago
Bolivia	Iceland	Panama	Tuvalu
Botswana	Israel	Paraguay	United States of America
Brazil	Japan	Saint Kitts and Nevis	Uruguay
Brunei	Kiribati	Saint Lucia	Vanuatu
Canada	Lesotho	Saint Vincent and the Grenadines	Vatican City
Chile	Liechtenstein	Samoa	Venezuela
Costa Rica	Macao	San Marino	British Dependent Territories
Croatia	Malawi	Seychelles	
	Malaysia		

Nationals of all other countries will require a visa.

Detailed descriptions of the application process can be found at
www.inis.gov.ie

This list was compiled in 2008 – updates should be available at www.dfa.ie

Re-entry Visas

In most cases, the visa you will have been issued, only covers the first time you enter Ireland. If you need to leave Ireland and return during your time here, you will need to apply for a re-entry visa. If you are going to be leaving and entering the country regularly, it will be worth applying for a multiple entry visa. Application forms as well as the actual application can be made in person or by post from the Re-entry visa processing office at the Department of Justice, Equality and Law Reform.

Whilst this does not take long – you should apply in plenty of time before you travel or make travel arrangements. You should be aware that you need to have registered with the GNIB before you can apply for a re-entry visa.

Please remember – if you travel to Northern Ireland, you will need a re-entry visa to come back into the Republic of Ireland.

II. Permission to live in Ireland – Residency

EU/EEA (European Economic Area including Norway, Lichtenstein and Iceland) and Swiss nationals do not need to register for residency in Ireland.

Apart from EU/EEA and Swiss nationals, all other nationals do need to apply for residency to live in Ireland. This needs to be done before the date which was stamped in your passport by the immigration official when you entered the country. You may have been given one or three months to do this, however it is advisable to register as soon as possible after arrival. For more information see page 7.

III. The different types of employment permission

All individuals who wish to work in Ireland need to have the correct permission to work in Ireland. You probably already have this organised but this is a quick reminder of the main schemes currently available:

European Union/EEA and Swiss nationals

EU/EEA and Swiss nationals can use their right to 'free movement of workers' to come to Ireland to work. They do not need any additional employment permissions.

Special conditions for Romanians and Bulgarians

Restrictions still exist for Romanian and Bulgarian citizens coming to Ireland to work after enlargement in 2007, they still need an employment permission like non-EU citizens.

Family Members of EU/EEA and Swiss nationals

EU/EEA and Swiss citizens who come to Ireland from another EU Member State can be accompanied by their non-EU citizen family members. Those family members are also allowed to work, however in order to do that, they need to apply for a residence card. For EU/EEA and Swiss nationals only, the definition of family member includes partners who have been together for over two years. Applications are made to the EU Treaty Rights Section, INIS, Department of Justice, Equality and Law Reform by sending them a completed EU1 Form, which is available from their website. Remember, non-EEA national family members may also need a visa to enter the country.

Green Cards, Work Permits and Intra-Company Transfers

Anyone issued with a Green Card, Work Permit or Intra-Company Transfer can work for the duration of the permission in the employment listed. It is very important that you are aware of the date the permission runs out. Applications for renewals should be made 8-12 weeks in advance.

Spouses of individuals on Green Cards/Work Permits

Your spouse (defined as someone you are legally married to) or family member will be allowed to work in Ireland if they are legally resident here as your spouse/family member. However a spousal work permit will need to be made before they can start working. The application process is relatively easy but your spouse will need a job offer before they can apply.

There are a number of other smaller schemes which allow you to work in Ireland. For all of the schemes listed here and any others, what is important is that you keep within the terms of the permission itself and that you renew it on time, when it about to run out.

Bringing your family to Ireland

Irish and EU/EEA and Swiss citizens can be joined by family members immediately.

Individuals on Green Cards and Intra-Company Transfers can be joined by family members immediately as long as they are financially in a position to support them. If your family members need a visa, make sure you apply for it in advance.

Individuals on work permits must be working for 12 months in Ireland before they can apply to be joined by their family members.

Other family members can of course come on holiday to visit you, just make sure that they arrange for visas, if necessary, before finalising travel plans.

Notes

Living and Working in Ireland – Practical Information

Capital City

Ireland's capital city is Dublin

Communications

Postal Services

Post offices and normal post delivery are organised by a State company called 'An Post'. 'An Post' post offices provide a wide range of services. Current postage rates to post letters (under 100g) or postcards from Ireland are:

- Within Ireland €0.55
- Anywhere outside Ireland €0.78

You will need to check individual prices for larger or heavier items. More information can be found at www.anpost.ie

Internet Services

Internet services in Ireland are available through providers who may be your telephone company, your TV/cable company or independent internet providers. Check what is available in your area and under what conditions. Broadband access is now available in most of the country. In cities and towns it is very common to find internet coffee shops where you can access the internet. Most public libraries will also have internet access for users.

Telephones

To phone Ireland, the international access code is 353

Different regions and areas in Ireland have direct dialling codes. For a full list of regional codes as well as home and business phone numbers consult the Phone book. In addition to the paper versions, the phone book is available on the internet at www.eircom.com. If you cannot find an answer to your question, you can phone Directory Enquiries at one of the following numbers:

- 11811
- 11844
- 11850

These services are run by different agencies and the cost varies between the operators.

Home Phone

You may wish to organise a home phone service – a phone fixed at your home. In Ireland there are a number of operators offering different packages and you may want to look at a few options before deciding which operator to use. Be aware that many operators will expect you to commit to a contract for a minimum period of time.

Purchasing a mobile phone

There are currently four mobile phone companies in Ireland (Vodafone, O2, Meteor and 3) offering differing service packages. Most companies will expect you to sign a contract with them. The two main phone services options are pre-pay or bill-pay. Compare packages to find the one that suits you best.

International Phone Cards

Many newspaper shops and supermarkets sell international phone cards with set fees for your international calls.

Currency

Ireland's currency is the Euro, which is shown by the following symbol €.

There are a hundred cent in a euro.

Education and childcare

It is compulsory for children between the ages of six and sixteen to go to school full-time in Ireland.

Children up to four/six years old - childcare

Before going to school, many children attend childcare services. These are varied and include a variety of day care facilities and services in both formal and home settings. Most childcare in Ireland is privately run and needs to be paid for by parents.

Children from four/six to twelve years old – primary school

Although children do not legally need to go to school until they are six, most children start when they are four years old in a Junior Infants class. Primary schools will have a Junior and Senior Infants class (to cover ages 4-6) as well as six years after that (referred to as first to sixth class). Nearly all primary schools are free to attend, although parents are responsible for acquiring uniforms, books and

other materials. The Irish primary school year normally runs from the beginning of September until the end of June. You should enrol your children as soon as possible by contacting the local school you would like them to attend. Be aware that there is no automatic guarantee for a place in schools in Ireland and they do not have to accept all pupils. In areas with large numbers of young families, you may find that some of the schools have no places left.

Children from twelve to eighteen years old– secondary school

Secondary Schools will run from First Year to Sixth Year. Many Secondary Schools are free to attend although there are a number of fee paying schools. The Secondary School year normally runs from the beginning of September until the beginning of June, except for young people in exam years. Like primary schools you should enrol your children as soon as possible as schools can fill up in busy areas. State exams undertaken in Irish schools are the Junior Certificate (Third year) and the Leaving Certificate (Sixth Year).

Young Adults – third level

The Irish third level system is made up of a number of third level institutions: Universities and Institutes of Technology. These will have a variety of Certificate, Diploma, Degree and Post-Graduate Courses on offer. Entrance to courses is generally through the CAO (Central Applications Office) application system. Most Irish third level institution full-time courses are free of charge to EU/EEA nationals but involve a fee for nationals of other countries.

Ireland also has a number of Further Education Colleges and Vocational Education Colleges (VECs), some of which may be available locally to you and these provide a wide variety of courses in some cases including language courses.

A national courses database exists and can be found at www.qualifax.ie

Existing qualifications

If you hold qualifications already from other countries and they are not well known in Ireland, it is possible to have your international award evaluated and recognised in Ireland. This can be done by applying to the National Qualifications Authority of Ireland by filling

in an 'application for recognition of an International award' and sending it to them. More information can be found at www.nqai.ie

Gaelic – the Irish language in schools

It is compulsory for children in primary and secondary schools in Ireland to learn Gaelic. Exemptions can be granted for children who have been educated outside of Ireland up to age eleven and in certain other circumstances.

Religion and language in schools in Ireland

When you are looking for a suitable school in Ireland, you will very quickly notice that the vast majority of primary schools and secondary schools in Ireland are owned and managed by religious organisations. There are also multi-denominational and non-denominational schools as well as a number of schools that teach primarily through the Irish language. Whilst schools run by religious organisations may give preference to children of that faith, most schools accept children of all faiths.

Gender in schools in Ireland

Although there are a large number of mixed schools in Ireland, it is very common, for both Primary and Secondary Schools, to be single sex schools.

Documents and enrolling your children

Schools may ask for different documents from you when you go to register your child. Most commonly asked for are the child's birth certificate and school reports to date (if appropriate).

Electricity

Power supply through electricity may be different than in your home country, so you may need to bring adaptors/convertors for your electrical equipment. Electricity supply is 230v, at a frequency of 50hz and the plugs used have three square pins.

Emergency Numbers

In the case of an emergency which requires assistance from the ambulance, fire brigade, Gardaí (police), lifeboat or mountain rescue services you can phone either 999 or 112 from any phone and explain the situation as clearly as possible.

The national police force in Ireland is known as An Garda Síochána. For matters that are not urgent, you can contact your local Garda station.

Employment Rights in Ireland

There are a lot of rules and regulations with regard to employment in Ireland, with a number of basic minimums and the possibility to go beyond that. All employees working in Ireland have the same rights, regardless of their nationality. Have a look at your contract of employment or company handbook (if there is one) to see what is relevant to you.

Health - Taking Care of your Health

Access to Ireland's healthcare services is quite complicated and the following is an overview only. You should check out the detail of your situation and what covers you if you need to access the healthcare services.

How much you will be able to access Ireland's public healthcare system will depend on your residency and financial situation. Those that the Health Services Executive (HSE), through the local health office, decides are 'ordinarily resident' will be able to access either free or subsidised healthcare. It is up to the health office to decide whether you meet the criteria, but generally if you are living in Ireland for at least a year or intend to live here for at least a year you will probably fall into this category.

Of those who are able to access healthcare, only those who, following a means test, have a very small income (usually receiving only social welfare payments), will receive a medical card. This entitles the holder to a number of free healthcare services.

Most people working in Ireland for over a year will not be eligible for a medical card. If you fall into this category you will be able to access free public hospital services (although you may sometimes have to pay some hospital charges) as well as subsidised prescribed drugs and a number of infant care services.

If you are not 'ordinarily resident' in Ireland and you have to use the health services, you may be charged anything up to the full economic cost of providing the service.

Be aware that in most cases individuals have to pay a fee for visiting their local doctor (often referred to as a General Practitioner or GP). These fees are not set in Ireland, so make sure to ask in advance what you will be charged.

Private Healthcare

Many people in Ireland purchase private healthcare insurance. There are currently three companies providing private healthcare in Ireland: Quinn Healthcare, VHI and Vivas Health. Depending on the companies and schemes in question, this insurance will often cover you for hospital stays in private or semi-private rooms and on-going treatment payments. As the price and services offered vary, if you are considering paying for private healthcare cover, you should check the details (particularly any waiting periods) of the different schemes carefully to see what will suit you best. It may be worth asking if there are any group schemes that you can join.

Language

Ireland has two official languages, Irish and English. Although Irish is the State's first language, English is more widely spoken.

Name of the State

The formal name of the State is **Éire** or **Ireland** in English.

National Flag



Payslips and other taxation documents

When you are paid, you will receive a written statement of your earnings from your employer, often called a 'payslip'. It will show what you have been paid, how much tax has been paid on your behalf, your contribution to PRSI (Pay Related Social Insurance – the Irish social welfare insurance) as well as any other deductions that have been made. It is important to keep these documents so that you can check that the correct tax has been paid and as proof of

earning if you ever wish to apply for a mortgage or a loan from a financial institution. Payslips can look different so have a look at your own and if you have any questions about what the various deductions or other items are, do ask the relevant person in your organisation.

There are a number of important tax documents you will receive which need to be checked for accuracy and kept. These include the P60 which your employer will give you once a year. This will show all the payments you received for the year and the tax you paid.

Population

According to the 2006 Census, Ireland has a population of 4,239,848. Around 11% of the population are non-Irish nationals.

Plastic Bag Levy

Ireland has an environmental levy of 22 cent on each plastic bag. If you purchase goods in shops and ask for a plastic bag, you will be charged this levy. Many people in Ireland bring bags with them if they are going shopping.

Public Holidays

Ireland has nine public holidays:

- 1 January (New Year's Day)
- 17 March - St Patrick's Day
- Easter Monday – no fixed date as it changes every year but it is between the end of March and the end of April
- First Monday in May
- First Monday in June
- First Monday in August
- Last Monday in October
- 25 December - Christmas Day
- 26 December - St. Stephen's Day

Religion

Although the majority of the population in Ireland are members of the Roman Catholic Church, many other faiths are represented as well. The websites below may be able to direct you to places of worship in your area.

<i>Roman Catholic</i>	www.catholicireland.net
<i>Church of Ireland</i>	www.ireland.anglican.org
<i>Presbyterian</i>	www.presbyterianireland.org
<i>Muslim</i>	www.islaminireland.com
<i>Orthodox</i>	www.ireland.ru/orthodox
<i>Methodist</i>	www.irishmethodist.org

Smoking in Workplaces

Smoking in enclosed workplaces is not allowed in Ireland, with only very few exceptions. As a result you are unlikely to be able to smoke in your workplace in Ireland or in restaurants, bars and other indoor public places. Many places have established outdoor smoking areas.

Timezones

Ireland is in the same time zone as Greenwich Mean Time (GMT), so for example, is an hour behind most of Western Europe. Watch out – at 01.00 on the last Sunday in March the clocks go forward an hour and on the last Sunday in October at 01.00 the clocks go back an hour, for daylight saving.

Transport

Airline Transport

The main airports in Ireland for internal and external flights are in Belfast, Cork, Dublin and Shannon. There are smaller regional airports in Derry, Donegal, Kerry, Knock, Galway, Sligo and Waterford.

Ports in Ireland

There are a number of ports in Ireland, some of which have passenger ferries docking. These include Cork, Dublin, Dun Laoghaire and Rosslare.

Rail Transport

Rail transport in Ireland is organised by Iarnród Éireann. There are rail links between the major cities in Ireland. Timetables and fares can be found in libraries, tourist offices, train stations and on the internet at www.irishrail.ie

Dublin Commuter Rail

Dublin has two local rail based systems used for commuting into the city: the DART and the LUAS. Timetables and other information can be found at www.irishrail.ie and www.luas.ie

Bus Transport

Bus transport in Ireland is organised by both Bus Éireann and a number of private companies. There is a substantial network of routes around the country as well as a number of local and commuter buses, particularly in the larger cities. These services include express services for commuters and night buses and school buses in some areas. Timetables for Bus Éireann can be found at www.buseireann.ie.

After you have found your way around and the best way to travel to work, it may be worth investigating the different types of travel passes that exist on the public network system including monthly and annual passes, some of which are tax efficient.

Transport by Car

To drive your car in Ireland you must have a valid driver's licence, the vehicle must be registered in the State (Vehicle Registration Tax – VRT) and both motor tax and motor insurance must have been paid. If your vehicle is over four years old, you will have to have your car tested by the National Car Testing Service (NCT) to prove it is road-worthy.

If you are going to be in Ireland for a temporary period of time (less than 12 months) you can drive on your national or international driving licence. If you are going to be in Ireland for a period longer than 12 months and are from one of the following countries you can exchange your national driving licence for an Irish driving licence:

- All EU/EEA Member States
- Australia

- Japan
- South Africa
- South Korea
- Switzerland
- Also covers Gibraltar, Isle of Man and Jersey

If you are not from one of these countries, you will need to apply for and pass an Irish driving test.

Safety and Rules

It is important to look at the main safety rules, traffic signs and road markings for driving in Ireland as they may be different than your home country. These can be accessed most easily by buying a copy of the Rules of the Road in most bookshops or by downloading a copy on the internet. Rules of the Road as well as other relevant safety advice is available from the Road Safety Authority at www.rsa.ie

Some of the most immediate safety rules to be aware of include:

- Vehicles in Ireland drive on the left-hand side of the road
- You must wear a safety belt whilst driving
- Children in Ireland travelling in cars must use the correct car seat or booster seat
- You must carry your driving licence when driving
- Unless indicated otherwise the maximum speeds on Irish roads are
 - *Motorways* 120 km/h
 - *National roads* 100 km/h
 - *Regional/Local roads* 80 km/h
 - *Roads in built-up areas* 50 km/h

Further Information

Driving Tests can be applied for on-line at www.drivingtest.ie

Vehicle Registration

You must present the vehicle and the relevant form at any Vehicle Registration Office. All information on VRT can be found on the revenue website (www.revenue.ie) and the addresses of the Offices can be found at www.revenue.ie/doc/vro_contacts.doc

Motor Tax Information as well as on-line payment is available at www.motortax.ie

Motor Insurance can be bought from a large number of insurance companies. It is worth checking what different companies will offer you to see which package is most appropriate.

National Car Testing Service (NCT) information is available at www.ncts.ie

Taxis and Hackneys

Taxis operate 24 hours a day in many parts of Ireland. Fares are set for this service and all taxis will have a meter showing the fare – calculated by time and distance. You should note that hackneys are not governed by these rules and fares should be agreed before you take a journey.

Waste Collection/Recycling

Local Authorities are responsible for organising waste collection from homes in their area and so the services may differ across different areas. You will need to check what is available where you live. Many local authorities have domestic waste charges to help them provide this service and you will have to pay for that. Most commonly waste is collected once a week from households. Most local authorities have arranged recycling services, either by making special collections from homes (watch out – many local authorities separate different types of waste into different colour bins) or by providing bring centres locally.

Notes



5. Useful Contacts

- For all information on Visas, Immigration and Citizenship, including marriage to Irish and EU citizens

Irish Naturalisation and Immigration Service (INIS)

13/14 Burgh Quay

Dublin 2

Tel: + 353 1 6167700

Lo Call: 1890 551 500

Email: Immigration_Mail@Justice.ie

Email: visamail@justice.ie

www.inis.gov.ie

- Many visa applications will made through your closest Irish Embassy or Consulate. Address and contact details for all Irish embassies and consulates, as well as details on visas are available from the Department of Foreign Affairs

www.dfa.ie

- For information on economic migration schemes covering work permits, green cards, intra-company transfers and spousal work permits

Employment Permits Section

Department of Enterprise, Trade and Employment

Davitt House

65a Adelaide Road

Dublin 2

Tel: + 353 1 4175333

Lo-call: 1890 201 616

Fax: + 353 1 631 3268

Email: employmentpermits@entemp.ie

www.entemp.ie/labour/workpermits

- The Garda National Immigration Bureau (GNIB) is responsible for the application for residency in the State and many other immigration matters

Garda National Immigration Bureau (GNIB)

13/14 Burgh Quay

Dublin 2

Tel: + 353 1 6669100

Email: gnib@iol.ie

www.garda.ie/angarda/gnib.html

- The Irish Revenue Commissioners are responsible for all matters relating to taxation and customs in Ireland. The Revenue website is particularly good for practical information on these areas and we would recommend that you look at their 'Moving to Ireland Tax Guide' as well as any other relevant material.

All material, forms and local & specialised Revenue offices can be downloaded from their website: www.revenue.ie

Main telephone numbers:

From outside the State	+ 353 1 6474444
Dublin Region	1890 33 34 25
Border, Midlands, West Region	1890 77 74 25
South West Region	1890 22 24 25
East and South East Region	1890 44 44 25

- **Social Welfare Offices** are responsible for issuing PPS numbers as well as all issues related to Social Welfare. Address of the local offices are available on their website: www.welfare.ie

- Public Libraries are likely to be very useful for finding local information, accessing the internet, reading local and national newspapers, checking notice boards as well as borrowing books.

Addresses of local libraries can be found at www.library.ie

- The Citizens Information Board is responsible for providing public service information. Their website is particularly good at providing information on public services in Ireland.

www.citizensinformation.ie

The organisation also runs a number of Citizens Information Centres which may be helpful for you.

- For information on financial products

Irish Financial Services Regulator Customer Information Centre

College Green

Dublin 2

1890 77 77 77 77

www.ifsra.ie

- For information on phones and internet services the Commission for Communications Regulation have developed a website

www.callcosts.ie

- For information on the Irish Education System, including a search capacity of education providers – the Department of Education and Science

www.education.ie

- Information on Healthcare in Ireland can be accessed from the Health Service Executive (HSE)

www.hse.ie

Tel: 1850 24 1850

- National Action Plan Against Racism (NPAR)

Following commitments Ireland made to the United Nations, a National Action Plan Against Racism was developed. This plan now includes a number of actions being taken in recognising diversity and assisting individuals. Information on the Plan and developments is available on the website at www.diversityireland.ie

Notes

Notes



**Ibec Head Office**

84/86 Lower Baggot Street
Dublin 2
T: + 353 1 605 1500
E: membership@ibec.ie
W: www.ibec.ie/membership

Galway

Ross House
Victoria Place
Galway
T: + 353 91 561109
E: galway@ibec.ie
W: www.ibec.ie/west

Cork

Knockrea House
Douglas Road
Cork
T: + 353 21 4295511
E: cork@ibec.ie
W: www.ibec.ie/cork

Brussels

Avenue de Cortenberg
89, Box 2
B-1000 Brussels
BELGIUM
T: + 32 (0)2 512.33.33
F: + 32 (0)2 512.13.53
E: europe@ibec.ie
W: www.ibec.ie/europe

Limerick

Gardner House Bank
Place Charlotte Quay Limerick
T: + 353 61 410411
E: midwest@ibec.ie
W: www.ibec.ie/midwest

Donegal

3rd Floor, Pier One Quay Street
Donegal Town Donegal
T: + 353 74 9722474
E: northwest@ibec.ie
W: www.ibec.ie/northwest

Waterford

Waterford Business Park
Cork Road Waterford
T: + 353 51 331260
E: southeast@ibec.ie
W: www.ibec.ie/southeast