



**Request for Support Letter for Green Card/Critical Skills
Employment Permit Holders seeking a 'Stamp 4'**

GNIB No.

Part One

Employment Permit Holder Details

1. First Name:

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2. Middle Name:

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3. Last Name:

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4. Date of Birth:

D D M M Y Y

5. PPS Number:

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6. Male:

7. Female:

8. Name of Employer:

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9. Green Card/Critical Skills Employment Permit Number:

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10. Expiry Date of Green Card/Critical Skills Employment Permit*:

D D M M Y Y

* Requests can be submitted up to 12 weeks before the expiry date. Requests received more than 12 weeks before permit expiry date will be returned to the applicant.

11. Current Address of Employment Permit Holder (must be the address at which they are currently residing in the State):

Address 1:

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Address 2:

BLOCK CAPITALS

Town:

BLOCK CAPITALS

County:

BLOCK CAPITALS

Country:

BLOCK CAPITALS

12. Telephone No.:

13. Mobile Phone No.:

14. E-mail address:

Signature of Employment Permit Holder:
(Original signature required)

Title:

Part Two

Requirements for Supporting Documentation

Please attach the following documentation:

- A letter from the Employment Permit holder's employer, dated within the last 3 months, confirming the Green Card/Critical Skills Employment Permit holder's employment with that employer, his or her job title and date of commencement of employment, and
- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months, and
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the Green Card/Critical Skills Employment Permit, and
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Part Three

Return Address

Please return this form to:

Supervisor,
Critical Skills Employment Permit Team,
Employment Permits Section,
Department of Business, Enterprise & Innovation,
Davitt House,
65A Adelaide Road,
Dublin 2