



**LEAFLET FOR NEWLY REGISTERED SWISS CITIZENS  
IN IRELAND**

**1. The Regional Consular Centre should be notified without delay of the following:**

- Any change of address or telephone number
- Departure from the consular district
- Any change in civil status (marriage, birth, divorce, death etc.)
- Acquisition or loss of any other nationalities

**Failure to provide this information could cause inconvenience.**

**2. The following opportunities are available to Swiss nationals resident abroad**

- Membership of the Solidarity Fund of the Swiss Abroad
- The right to vote in Swiss federal ballots
- Membership of the various Swiss Societies
- Application for Swiss passport/ID card

**3. Publication for Swiss nationals resident abroad (Swiss Review)**

A magazine, containing information useful to Swiss living abroad and published jointly by the Secretariat of the Swiss Abroad and the Swiss Federal Department of Foreign Affairs, is sent periodically to nationals registered with the Regional Consular Centre who live in this consular district for at least a year. **Please note that changes of address for the Swiss Review must be sent to the Regional Consular Centre and not to the distributor in Switzerland.**

**4. SWISS IN IRELAND:**

**Consular Affairs:** <http://www.eda.admin.ch/rcclondon>

**Swiss Review (worldwide):** [www.revue.ch](http://www.revue.ch)

**SWISS CLUB IN IRELAND**

[www.swissclubireland.ie](http://www.swissclubireland.ie)

## **INFORMATION FOR SWISS NATIONALS LIVING IN IRELAND**

<b><u>REGIONAL CONSULAR CENTRE:</u></b>	c/o Swiss Embassy, 16-18 Montagu Place, London W1H 2BQ, UK
Nearest tube stations	Tel. +44 ( 0)20 7616 6000, Fax +44 (0)20 7723 9581 Baker Street, Marble Arch, Edgware Road or Marylebone
Opening hours	Monday to Friday 9 am to 12 noon. Closed Saturday and Sunday & Public Holidays Phones are answered from Monday to Friday 9 am to 4.30 pm E-mail: <a href="mailto:rcclondon@eda.admin.ch">rcclondon@eda.admin.ch</a> Website: <a href="http://www.eda.admin.ch/rcclondon">www.eda.admin.ch/rcclondon</a>

### **DRIVING LICENCE**

If you are a holder of a licence issued in Switzerland you can drive in Ireland when visiting, providing your licence is valid. If you become normally resident in Ireland, you can drive for up to 12 months from the date of becoming resident, as long as your licence has not expired. You are considered to be normally resident in Ireland if, because of personal and occupational ties, you usually live here for at least 185 days in each calendar year.

If you wish to exchange your driving licence for an equivalent Irish driving licence, you must do so within one year of your driving licence expiring.

For further information please visit

[http://www.citizensinformation.ie/en/travel\\_and\\_recreation/motoring\\_1/driver\\_licensing/exchanging\\_for\\_eign\\_driving\\_permit.html](http://www.citizensinformation.ie/en/travel_and_recreation/motoring_1/driver_licensing/exchanging_for_eign_driving_permit.html)  
<http://www.rsa.ie>

### **WORK/RESIDENCE PERMIT FOR IRELAND**

As a Swiss national, you have the right to stay in Ireland, and your family members have the right to stay here also. You can stay in Ireland for up to 3 months without restriction. If you plan to stay more than 3 months, you must either:

- Be engaged in economic activity (employed or self employed) or
- Have sufficient resources and sickness insurance to ensure that you do not become a burden on the social services of Ireland or
- Be enrolled as a student or vocational trainee or
- Be a family member of a Union citizen in one of the previous categories.

When you come to Ireland you do not need to register with the local immigration officer and you do not need a residence card to live here.

Further information can be found in the following webpages:

[http://www.citizensinformation.ie/en/moving\\_country/moving\\_to\\_ireland/rights\\_of\\_residence\\_in\\_ireland/residence\\_rights\\_eu\\_national.html](http://www.citizensinformation.ie/en/moving_country/moving_to_ireland/rights_of_residence_in_ireland/residence_rights_eu_national.html)  
<http://www.garda.ie/Controller.aspx?Page=31>

### **WORKING IN IRELAND**

Since 01.06.2002 Swiss citizens do no longer require a work permit for Ireland. You can obtain further information on <http://www.entemp.ie/labour/workpermits/elements/wpnotrequired.htm>

## **SOCIAL INSURANCE**

If you are an employee, your social insurance contributions are deducted by your employer and collected by the Revenue Commissioners. In fact, the law makes your employer responsible for Pay Related Social Insurance, though you may have to pay an 'employee's share'.

If you are self-employed, you pay Class S social insurance contributions directly to the Revenue Commissioners. The Revenue Commissioners then pay the money into the Social Insurance Fund. Revenue send a record of the contributions you have paid to the Department of Social Protection.

In order to check your social insurance record, you will need your Personal Public Service Number (PPSN). This number is a unique identification number which you need when dealing with state agencies.

Your PPSN is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. State agencies that use PPS Numbers to identify individuals include the [Department of Social Protection](#), the [Revenue Commissioners](#) and the [Health Service Executive \(HSE\)](#).

You cannot apply for a PPS Number before you arrive in Ireland. You must be living in Ireland to apply for a PPS Number. You will be asked to produce documentary evidence of identity and residence in Ireland. Only the Department of Social Protection can provide you with a PPS Number. You can find [a list of the Social Welfare Local Offices that can register Personal Public Service Numbers on the Department of Social Protection's website](#): <http://www.welfare.ie/EN/Topics/PPSN/Pages/ppsncontact.aspx>

For any further information please visit <http://www.welfare.ie/EN/Pages/default.aspx>

## **USEFUL LINKS**

Information on public services and entitlements in Ireland: [www.citizensinformation.ie/en](http://www.citizensinformation.ie/en)

Irish Department of Social Protection: [www.welfare.ie/EN/Pages/default.aspx](http://www.welfare.ie/EN/Pages/default.aspx)

ITAS- Irish Tourist Assistance Service: [www.itas.ie](http://www.itas.ie)

General Registrar's Office: [www.groireland.ie](http://www.groireland.ie)

Ordering documents of civil status from Ireland: [www.irish-certificates.ie](http://www.irish-certificates.ie)

Obtaining a certificate of no impediment to marriage for Irish citizens:

[www.foreignaffairs.gov.ie/home/index.aspx?id=274](http://www.foreignaffairs.gov.ie/home/index.aspx?id=274)

Obtaining an Apostille: [www.foreignaffairs.gov.ie/home/index.aspx?id=268](http://www.foreignaffairs.gov.ie/home/index.aspx?id=268)

Ireland's National Police Service: [www.garda.ie](http://www.garda.ie)



**Welcome to the consular district of the Swiss Regional Consular Centre in London**

Do you wish to meet people of all ages who have either recently moved to Ireland or who have lived in Ireland for a longer period of time – or whose families have even been resident here for generations – and who may be able to help you to integrate into a new community?

Then why not join one of the Swiss clubs or associations near your place of residence?

With your consent, the Swiss Regional Consular Centre will pass on your details to the Swiss club, at their special request.

Please return this form to:

**Regional Consular Centre, c/o Swiss Embassy, 16-18 Montagu Place, LONDON W1H 2BQ**

I, the undersigned,

Surname, first name: .....  
Address: .....  
.....  
Tel.: .....  
Tel. mobile: .....  
e-mail address: .....

Signature:
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hereby authorize the Regional Consular Centre in London to pass on my name and address to the Swiss clubs/Swiss Church.