



INTERNATIONAL WELCOME PACK

Your guide on relocating to Ireland

Table of Contents

- 02 About Cpl
- 03 Introduction to Ireland
- 04 Immigration Registration
- 07 Banking
- 09 Tax / PPS Registration
- 12 Accommodation
- 13 Healthcare
- 15 Transport
- 18 Public Holidays
- 19 Weather
- 20 Contact Us



About Cpl

Cpl is headquartered in Dublin and is a global provider of talent solutions including specialist recruitment, managed services, business process outsourcing, and strategic talent advisory services through Cpl's The Future of Work Institute.

Cpl employ over 13,800 people who support almost 6,000 clients as well as 30,000 candidates per month. Celebrating 35 years in business Cpl have 44 office locations operating in 11 countries worldwide - Ireland, United Kingdom, Germany, Belgium, Poland, Czech Republic, Slovakia, Hungary, Bulgaria, Switzerland, and the United States.

This international office network works with Cpl's clients on a domestic and global markets basis to provide impactful talent solutions, that support their clients' growth.

Cpl is a wholly owned subsidiary of OUTSOURCING Inc. ('OSI'), a Tokyo headquartered company.

Introduction to Ireland

Welcome to Ireland. This charming country in Northwestern Europe is known for its rich history, vibrant culture, and breathtaking landscapes.

Often called the Emerald Isle, Ireland is famous for its lush green countryside, rolling pastures, and dramatic coastal mountains.

The country is divided into 26 counties, each with its own unique charm.

For example, County Kerry is known for its majestic mountains and the scenic lakes of Killarney, County Waterford is renowned for its exquisite cut glass, and County Donegal is celebrated for its beautiful tweed cloth.

Dublin, the capital and largest city, is a lively hub of history, arts, and entertainment.

Beyond its landscapes and landmarks, Ireland is also known for its warm and welcoming people, making visitors feel at home wherever they go.

Enjoy your time exploring this incredible country.

TIPS FOR A POSITIVE CULTURAL TRANSITION:

- 01 Be Open-Minded:** Embrace and accept the differences you encounter.
- 02 Stay Curious:** Approach your host country with curiosity rather than judgment. View differences as opportunities to try new things.
- 03 Acknowledge Differences:** Understand that cultural differences are neither right nor wrong, just different.
- 04 Maintain a Sense of Humour:** Don't take yourself too seriously. Be ready to laugh at yourself as you navigate cultural blunders.
- 05 Engage with the Culture:** Learn about and take an active interest in your host culture.
- 06 Accept Culture Shock:** Recognise that experiencing culture shock and down periods is normal during the adjustment phase. Allow yourself the time to go through this period of transition.



IRISH NATURALISATION AND IMMIGRATION SERVICE (INIS)

Immigration registration is essential for anyone who has been granted permission to stay in Ireland for more than 90 days.

This process, managed by the [Irish Naturalisation and Immigration Service \(INIS\)](#), ensures that your stay is officially recorded and helps monitor and manage migration demand.

WHEN TO REGISTER

If you plan to stay in Ireland for less than 90 days, you do not need to register.

However, if your stay exceeds 90 days, you must register before the date specified by the immigration officer who stamps your passport upon entry.

WHERE TO REGISTER

Dublin, Kildare, Meath, Wicklow, Cork, or Limerick Residents:

You must register in person at the registration office located at:
[13-14 Burgh Quay, Dublin 2](#)

To book an appointment, call the free phone number from Ireland
1800 800 630

Have your passport details and a valid email address ready.

Immigration Registration



Residents Outside the Above Counties:

You must register in person at the local Garda National Immigration Bureau (GNIB) office closest to where you live.

A network of registration offices is available throughout the country.

To book an appointment, you can find your nearest Garda Immigration Office and contact numbers [on the Garda website](#).

REQUIRED DOCUMENTATION

When registering, you will need to bring specific documents, including your passport and your letter of permission.

For a complete list of required documents, visit the [Irish Immigration website](#).

AT THE REGISTRATION OFFICE

An immigration officer will record your details during your visit. If you are registering based on a letter from INIS, the officer will verify your permission.

If you need to apply for permission (e.g., to study), the officer will review your documents and discuss your plans with you.

ADDITIONAL INFORMATION

For more details, including a comprehensive FAQ section, please visit the [Irish Immigration website](#).

If you have any further questions, the [Irish Immigration website](#) is an excellent resource for additional information.

STAMPS AND PERMITS

If your visit to the registration office is successful, the immigration officer will:

- [Stamp your passport](#) to grant you permission to stay in Ireland
- Issue you a registration certificate, known as the [Irish Residence Permit \(IRP\)](#)

The IRP displays your photograph and personal details and outlines the conditions under which you are legally residing in Ireland.

For more information about the IRP, you can read more on the [Irish Immigration website](#).

REGISTRATION FEE

The cost of registration is €300 per person. However, this fee is not applicable to all applicants. You can find out more about registration fees on the [Irish Immigration website](#).



IRISH RESIDENCE PERMIT (IRP)

Your IRP serves as your registration certificate and indicates:

- That your permission to stay in Ireland has been registered
- The type of permission you have, identified by a [stamp number](#)

The IRP is a crucial document that you must carry with you at all times.

You are required to present it to an immigration officer or a member of An Garda Síochána (the police) if requested.

REUNIFICATION OF DEPENDENTS FOR NON-EU APPLICANTS

If you have obtained your Critical Skills Employment Permit, you may apply to have your spouse, partner, and/or minor dependent children join you in Ireland.

For more information, please visit the [Irish Immigration website](#).

PERSONAL FUNDS UPON ARRIVAL

Upon arriving in Ireland, it is essential to have personal finances to cover your basic living expenses until you receive your first salary payment.

You will need funds for necessities such as food, beverages, transportation, the Irish Residence Permit (IRP) fee, and essential items for your new accommodation.

It is recommended that you have at least €3,000 in personal funds available to support yourself during this initial period.

Please note that it is your responsibility to ensure you have adequate financial resources.

The Cpl Group is not responsible for providing financial support upon your arrival in Ireland.

Banking

OPENING A NEW BANK ACCOUNT

To open a bank account in Ireland, you will need to arrange an appointment with your chosen bank.

This can be done either by visiting the most convenient bank branch in person or by telephoning them.

Once your appointment is scheduled, visit the bank branch and proceed to the Customer Services desk.

REQUIRED DOCUMENTS

- **Photo Identification:**
A valid passport or driver's license
- **Proof of Address:**
A recent utility bill (no older than two to three months) with your name and current address

Some banks offer the convenience of opening an account via their mobile app, however this service may vary by institution.

SETTING UP A BANK ACCOUNT WITHOUT A UTILITY BILL

Receiving a utility bill in your name might take some time.

If you need to set up a bank account before receiving one, your employer may be able to confirm your employment.

However, not all bank branches accept this as proof of address. It's advisable to contact the bank branch beforehand to confirm their requirements.

The process of setting up an account usually takes 3 to 5 working days.



REVOLUT: A POPULAR ALTERNATIVE

Revolut is a digital banking service available in Ireland.

It operates entirely online without physical branches.

Revolut has gained popularity for its innovative, user-friendly approach to managing finances through its mobile app.

To open an account with Revolut:

1. Download the Revolut app on your smartphone
2. Enter your phone number
3. Follow the step-by-step instructions to complete the setup process

For more information, visit [Revolut's website](#).

MAIN BANKS

- [Allied Irish Bank \(AIB\)](#)
- [Bank of Ireland](#)
- [Permanent TSB](#)
- [Revolut](#)



Income Tax

PERSONAL PUBLIC SERVICE NUMBER (PPS NUMBER)

Your Personal Public Service Number (PPS Number) is a unique reference that allows you to access social welfare benefits, public services, and information in Ireland.

It consists of 7 numbers followed by either one or two letters.

To apply for a PPS Number, follow these steps:

1. **Register for a MyGovID Account:**
Create a basic MyGovID account on the [MyGovID website](#)
2. **Apply for Your PPS Number:**
Apply for your PPS Number online via the [MyWelfare website](#)

To complete your PPS Number application, you will need to provide evidence of:

- Your Identity
- The Reason You Need a PPS Number
- Your Address

PROOF OF IDENTITY

Proof of identity is crucial for the application process. Acceptable forms of identification are listed on [gov.ie](#).

The following documents are not acceptable:

- Baptismal Certificate
- Employment Identity cards or Personal letters
- Photocopies of certificates/documents
- Expired documents

EVIDENCE OF WHY YOU NEED A PPS NUMBER

If you are applying for a PPS Number to work in Ireland, you must have a signed offer of employment from your employer.

This letter should be on company headed paper with the employer's contact details and employer/company registered number.

A PPS Number is not required to look for work or for an employer to make an offer of employment.

Other reasons for needing a PPS Number include:

- Applying for a social welfare payment
- Accessing medical services
- Applying for or exchanging a driver's licence
- Accessing other public services
- Registering for a course in a school or college



EVIDENCE OF YOUR ADDRESS

You need to provide evidence of your address, and the document must be no older than 3 months.

Acceptable documents include:

- Household utility bill
- An official letter or document
- A financial statement
- Property lease or tenancy agreement
- Confirmation of address by a third party such as a hotel or hostel administrator, school principal, or property owner *

* If staying with friends or relatives, an original household bill and a note from the bill holder confirming your residency is acceptable. This note can be written on the bill itself. However, once you have moved to a more permanent address you will need to ensure you update your address details (Refer to Change of Address below).



NOTIFICATION OF PPS NUMBER

Following successful registration, you will receive a letter of notification with your new PPS Number within 3 to 5 working days.

This letter serves as proof for transactions with public services such as health, education, revenue, employment, and driving licence applications.

Your PPS Number is important, so keep a permanent record of it.

CHANGE OF ADDRESS

If you initially used a friend's or relative's address when applying for your PPS Number, it is important to update your address details as soon as you move to your new permanent address.

To update your address online:

1. Go to [MyWelfare.ie](https://mywelfare.ie) and [log into MyGovID](#) using your credentials
2. Click on your name in the top right menu, select 'My Details', click on 'Address', provide your new address and click 'Save'

If you change your address and you don't have a verified MyGovID, you should write to the DSP giving your name, PPS number, old and new address, and proof of your new address (such as a utility bill).

The Department of Social Protection (DSP) will then update your record.

You can email or post your change of address documents to Client Identity Services (see contact details on the next page).



CLIENT IDENTITY SERVICES

Department of Social Protection
Shannon Lodge
Carrick-on-Shannon
Co. Leitrim
N41 KD81

Tel: (071) 967 2616 or 0818 927 999
Email: CIS@welfare.ie

APPLY FOR A TAX CREDIT CERTIFICATE

As you begin your first employment in Ireland, you will need to apply for a Tax Credit Certificate.

This certificate outlines your tax credits and tax rate bands.

Tax credits are amounts that reduce the tax you pay, and they vary depending on individual circumstances.

To apply, follow these steps:

1. **Register for a myAccount**

Create a myAccount on ros.ie

2. **Complete a Form 12A**

Log in to your myAccount and navigate to the PAYE Services section. Click on 'Jobs and Pensions' and complete Form 12A by providing your new employment details

If you are unable to use online services, [contact your local Revenue office](#) for assistance.

For more detailed information on taxation in Ireland, visit the [Revenue website](#).

Accommodation

It is advisable to start your accommodation research prior to your arrival in Ireland.

Websites like [daft.ie](https://www.daft.ie), [rent.ie](https://www.rent.ie) and [myhome.ie](https://www.myhome.ie) offer comprehensive listings.

Additionally, contacting estate agents in your desired area can help you find suitable options.

RENT PAYMENTS

Rent is typically paid monthly in advance.

You will also need to provide an initial deposit equivalent to one- or two-months' rent.

This deposit is held to cover any potential damages to the accommodation during your stay.



Healthcare

PUBLIC HEALTHCARE

Healthcare in Ireland is generally affordable. All employees, whether full-time or part-time, contribute to the Pay Related Social Insurance (PRSI) scheme.

PRSI contributions support the provision of state social and health services, including emergency hospital admittance.

For more information on PRSI and public healthcare services, visit the [Health Service Executive \(HSE\) website](#).

PRIVATE HEALTHCARE

Private healthcare is available to anyone who can pay for it or is covered by an appropriate health insurance scheme.

Some employers offer private healthcare as part of their employment benefits.

If you have private health insurance from abroad, you may be able to transfer your coverage to an Irish provider.

Contact your current insurer to check the transfer options.

Most Irish health insurance providers offer the option to pay for coverage via direct debit on a monthly basis, making it easier to spread the cost over the year.

Major private health insurance providers in Ireland include:

- [VHI](#)
- [Aviva](#)
- [Laya Healthcare](#)
- [Irish Life Health](#)





GENERAL PRACTITIONERS (GPS)

General Practitioners (GPs) are the primary healthcare providers in Ireland, often referred to as family doctors.

GPs handle most medical situations outside of emergencies, dental care, or eye care.

They can also refer patients to specialists if necessary.

The average cost for a visit to a GP is approximately €50-60, while specialist visits start at about €100.

Some private health insurance policies cover GP costs, so check your policy details.

PHARMACIES

In Ireland, pharmacies are commonly known as chemists. Regular business hours for pharmacies are from 8 a.m. to 8 p.m. Monday through Friday.

Some pharmacies in urban areas or shopping centres may have extended hours and may open on Sundays.

24-hour pharmacies are not common in Ireland.

If you urgently need medication during the night, you must visit the nearest Accident and Emergency (A&E) department at a hospital.

EMERGENCY SERVICES

In the event of an emergency, you can access services such as fire, ambulance, and police by dialling **999** or **112**.

Both numbers are free to call and will connect you to emergency services.

- **Medical Emergencies:** For urgent medical situations, you can go directly to the nearest Accident and Emergency (A&E) department at a hospital closest to you.

Visit the [HSE website](#) for a full list of A&E departments located throughout the Republic of Ireland.

- **Non-Emergency Medical Advice:** For non-emergency medical advice outside of GP hours, you can contact the GP out-of-hours service in your area or visit the [HSE website](#) to find non-emergency care near you.

POLICE SERVICE (GARDA SÍOCHÁNA)

The police force in the Republic of Ireland is called the Garda Síochána, often referred to as the Gardaí (pronounced gar-dee).

It is advisable to find and save the number of your local Garda Station for non-emergency situations.

For more information, visit the [Garda Síochána website](#).

Public Transport

Ireland's public transport system, operated by Transport for Ireland (TfI), includes buses, trains, and trams, making it easy to navigate both urban and rural areas.

Dublin, the capital city, boasts an extensive network managed by Dublin Bus, the Luas tram system, and the DART (Dublin Area Rapid Transit) rail service.

Intercity and regional train services, operated by Iarnród Éireann (Irish Rail), connect major cities and towns across the country.

Bus Éireann provides nationwide bus services, covering city and town routes as well as long-distance travel.

Additionally, private coach companies offer alternative options for intercity travel.

Public transport in Ireland is generally reliable and a convenient way to explore the country.

For real-time information and updates, visit the [Transport for Ireland website](#) or [download the TfI app](#).

DUBLIN AREA

Dublin Bus

- [Dublin Bus](#) operates an extensive network of routes throughout the city and surrounding areas.
- These services include city bus services, express commuter bus services, bus links to rail and DART stations and the Airport and a late-night bus service (Nitelink)
- Real-time information is available via the [Transport for Ireland \(TfI\) app](#) and on electronic displays at select bus stops
- Full details of these services and timetables are available on the [Dublin Bus website](#)

Luas

- The [Luas](#) is Dublin's light rail system, consisting of two lines: the Red Line (linking Tallaght/Saggart to The Point/Connolly) and the Green Line (connecting Brides Glen to Broombridge)
- Services run frequently from early morning until late at night
- Real-time information is available via the [Transport for Ireland \(TfI\) app](#) and on electronic displays at select bus stops



DART and Commuter Trains

- The DART (Dublin Area Rapid Transit) runs along the coast from Malahide/Howth in the north to Greystones in the south
- Commuter trains serve areas beyond the reach of the DART, with routes extending to towns outside of Dublin such as Maynooth and Drogheda

Bicycle Sharing Schemes

- [Dublinbikes](#) is a bike-sharing scheme in Dublin, with stations located throughout the city centre

NATIONWIDE SERVICES

Bus Éireann

- [Bus Éireann](#) operates intercity and regional bus services connecting towns and cities across Ireland
- The company also provides local bus services in various towns and cities outside Dublin

Irish Rail (Iarnród Éireann)

- [Irish Rail](#) offers train services connecting major cities and towns across the country
- Key routes include Dublin to Cork, Dublin to Galway, and Dublin to Belfast

REGIONAL AND RURAL TRANSPORT

Local Link

- [Local Link](#) provides bus services in rural areas, connecting smaller towns and villages to larger transport hubs
- Services are tailored to meet the needs of rural communities, often providing connections to healthcare facilities, shopping centres, and other essential services



OTHER TRANSPORT OPTIONS

Taxis

- Taxis can be booked via phone or apps like [Free Now](#)

Bicycle Sharing Schemes

- Popular bike-sharing schemes are available in other cities like Cork ([Cork Bike Share](#)) and Limerick ([Limerick Bike Share](#))

TRAVEL CARDS AND PAYMENT OPTIONS

Leap Card

- The Leap Card is a convenient, contactless travel card used across multiple public transport services, including Dublin Bus, Luas, DART, and Bus Éireann
- It offers discounted fares compared to cash payments and can be topped up online or at various retail outlets
- The card can also be used for certain local transport services outside Dublin
- You can order your Leap Card online for find a store located near you by visiting the [Leap Card website](#)
- Once you get a Leap Card, download the [TFI Leap Card Top-Up App](#). It allows you to instantly top-up your Leap Card, check your balance, collect tickets and check how close you are to reaching your daily and weekly spending caps

The Transport for Ireland website has a variety of useful [public transport network maps](#) available for all major cities and townlands.

For more information on navigating public transport across Ireland, please visit the [Transport for Ireland website](#).

PUBLIC HOLIDAYS

Ireland has a total of 10 public holidays each year, providing opportunities for rest, cultural experiences, and community engagement.

Among these, St. Patrick's Day on March 17th, is particularly significant and celebrated worldwide with parades, music, and various festivities.

Christmas Day and St. Stephen's Day are also major holidays, marked by family gatherings and traditional customs.

On public holidays, the normal running of services across Ireland may be affected.

Many businesses, including banks and government offices, are closed or operate on reduced hours.

Public transportation often runs on a weekend schedule, and some healthcare services may operate on a limited basis.

It's a good idea to plan ahead for these days, whether you are scheduling appointments or arranging personal activities.

Below, you will find a list of the official public holidays celebrated in Ireland throughout the year.

We hope you find this information helpful as you plan your year ahead.

JANUARY 1ST	New Year's Day
FEBRUARY 1ST	St. Brigid's Day
MARCH 17TH	St. Patrick's Day
EASTER MONDAY	Monday after Easter Sunday (date changes every year)
MAY	First Monday in May
JUNE	First Monday in June
AUGUST	First Monday in August
OCTOBER	Last Monday in October
DECEMBER 25TH	Christmas Day
DECEMBER 26TH	St. Stephen's Day

IRELAND'S MAIN CITIES



THE WEATHER

Weather in Ireland is more than just small talk - it's a cultural touchstone and the perfect conversation starter.

The country's unique position on the edge of Europe creates one of the world's most unpredictable climates, where you might experience all four seasons in a single afternoon.

While rarely extreme, the weather's ever-changing nature means you could be basking in sunshine in Galway while grey clouds drench Cork in a signature "soft day" the local term for the gentle, misty rain that's so common in the western counties.

Dublin and the east coast tend to stay relatively drier, sheltered somewhat from the Atlantic weather systems that sweep across the western seaboard.

Whether you're exploring the capital or wandering the Wild Atlantic Way, one piece of advice remains constant: never venture far without a sturdy umbrella and reliable rain jacket, they're as essential to Irish life as a warm pub on a wet evening.

Contact Us

We hope you found our welcome pack to be a valuable resource in getting setup in Ireland.

Whether you're navigating accommodation options, understanding healthcare services, or exploring local transport, the Cpl Group is here to assist you.

Should you have any questions or concerns, our friendly recruitment team is available to support you.

Please feel free to reach out to us for personalised assistance.

Welcome to Ireland, and we wish you a smooth transition and a rewarding experience in your new career.

Cpl Group

Address: One Haddington Buildings,
Haddington Rd, Dublin 4, D04 X4C9

Phone: **(01) 614 6000**

Email: **info@cpl.ie**

Disclaimer:

The information provided in this welcome pack is for information purposes only. Some of this information may change from time to time. Cpl accept no responsibility for changes to or accuracy of the information provided.