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| **DOCUMENTS REQUIRED**   * These may apply to you if your circumstances have changed recently, since you applied or since you last updated your information with the local authority. * We may need you to submit further documentation and if needed, we will tell you about this as quickly as possible. | |
| **For all households** | * Proof of current address (e.g., utility bill, lease or rental statement) |
| **Any new household members (e.g. new babies)** | * Birth Certificate |
| **Any recent Marriages or Civil Partnerships** | * Marriage/Civil Partnership certificate |
| **Any household member in employment** | * Evidence of 12 months’ income prior to the date of application must be submitted through a combination of the following:   Current Year  **Payslips** for all employments  **or**  **Pay and Tax Summary (Year to date)**. This can be obtained from Revenue’s online service, myAccount\* and will include all employments in this current year to date.  Previous Year  **Statement of Liability.** This can be obtained through Revenue’s online service, myAccount\* or your local tax office  **and**  **Employment Detail Summary.** This can be obtained from Revenue’s online service, myAccount\*.  \*https://www.ros.ie/myaccount-web/home.html |
| **Any household member in self-employment** | * A minimum of 2 years’ accounts with an Auditor’s Report   **and**   * A Notice of Assessment and/or Self-Assessment Acknowledgement letter for the preceding 12 months |
| **Any household members in receipt of social welfare** | * A recent statement from Department of Social Protection detailing all welfare payments received and commencement date of receipt of such payments. If a household is in receipt of social welfare for less than 12 months, a Statement of Liability for the preceding year and, where applicable, payslips for the intervening period must also be provided. |
| **Any household member who is a non-EEA national** | * Proof of citizenship or permission to remain in Ireland for all household members (e.g., letter from the Department of Justice or similar from Garda National Immigration Bureau). |
| **Any recent legal separation or divorce** | * Copy of the agreement |
| **Any recent custody arrangement** | * Document which sets out the arrangements |
| **Any maintenance arrangements** | * Document which sets out how much maintenance is received |
| **Applications on grounds of any NEW Medical or Disability Grounds (if applicable)** | * A completed Medical and/or Disability Information Form (HMD-Form 1), available from your local authority * Occupational therapist’s report in respect of any specific accommodation requirements |