

## Grandchild of Deceased Former Resident Check List

September 2009-August 2010

1. Fully completed and signed/dated application form for each new course/year
2. Original death certificate of the Former Resident forwarded to our office or a photocopy **verified** by the Gardai/ Police
3. Copy of one of the following original forms of identification (I.D) of the Former Resident
  - Birth Cert
  - Marriage Cert
  - Social Welfare Card –**Ireland only**
  - National Health Service Card – **UK only**
4. Original deed poll or marriage certificate if you or the Former Resident have changed your name or a photocopy **verified** by the Gardai/ Police
5. Proof of Residency  
**Original** covering letter from the relevant Government/Institution/Organisation with a copy of the admission and discharge papers from the Institution(s) attended **OR** the enclosed form stamped by your Solicitor and the original returned to our office
6. Original acceptance letter from the Course provider stating your name on it.
7. A copy of the College Prospectus showing a brief outline of the course
8. An original invoice or receipt on letter head paper stating your name on it for course fees
9. Child of former resident's original long birth certificate
10. Grandchild of former resident's original long birth certificate
11. Form of ID of grandchild e.g. Passport, Driving Licence or Social Welfare card (IRL) /National Health Service card (UK)
12. Original driving licence if applying for funding for driving lessons
13. Driving school's company VAT number or instructor's registered number

**If you have previously supplied us with any of the above information it will not be required again.**

**All originals will be returned by registered post**