



**Information Note regarding File Numbering under
new Information Technology System for Irish Naturalisation and
Immigration Service and associated agencies including Office of the
Refugee Applications Commissioner**

From 24 October 2011, a new Information Technology system is being introduced in the Irish Naturalisation and Immigration Service (INIS) and associated agencies in the immigration process including the Office of the Refugee Applications Commissioner (ORAC).

What will this mean for applicants for refugee status?

This will involve the replacement of the existing file numbering system (e.g. 69/ number for asylum cases) with a new system of case file numbering.

The new system includes two types of identity or reference number:-

A **Person Identity Number**, and a separate
Application Reference Number.

The **Person Identity Number** will be in the format of a number and the year of the earliest previous application to INIS or its agencies (e.g.: **643756-07**).

The **Application Reference Number** will include a number, information regarding the application type, and the year the application was made (e.g.: **1002568-ASIS-11 – for an asylum application**).

What will happen with existing reference numbers?

Existing applicants and their cases will be assigned both a new Person Identity Number and a new Application Reference Number.

Applicants or their representatives should quote the new Person Identity Number and Application Reference Number in any queries or correspondence with ORAC, INIS and other associated agencies.

Letters issuing from ORAC, INIS and associated agencies in the immigration process will continue to include the existing 69/ file reference number in addition to the new reference number, for a period of time.

What will happen in the case of new asylum applicants?

New applicants or applications will be allocated a Person Identity Number and/or an Application Reference Number.

What reference number will appear on the Temporary Residence Certificate (TRC)?

All Temporary Residence Certificates issued or renewed from 24 October 2011, will show the Person Identity Number only.