



## Items Required:

### Legible/clear photocopy of

- Full P45 form(s) in respect of client's employment(s) in the current tax year. (P45 must include Part 4 showing PRSI contribution details)
- P60 form(s) from the previous tax year
- U2 form, if client has transferred their Jobseekers Benefit from Ireland

## Note

- The more documents supplied by the client, the easier it is to issue the E104 and U1 Forms.
- Nevertheless in many cases the forms can only be issued following enquiries with client's former employers. These enquiries can take some weeks to complete. Unfortunately the resulting delays in supplying the E104 and U1 forms are beyond our control.
- If the client is claiming Jobseeker's Benefit or Allowance, the forms E104 and U1 cannot be issued until he or she has stopped claiming.

Applications **must** be posted to:

### DEPARTMENT OF SOCIAL PROTECTION

Client Eligibility Services

EU Records

McCarters Road

Buncrana

Co. Donegal

Ireland

Tel: 1890 690 690 (from within Ireland)  
00353 1 4715898 (from outside Ireland)

Email: [EUGeneralQueries@welfare.ie](mailto:EUGeneralQueries@welfare.ie)

Please note, as the above office is not a public office, applications **must** be sent by post only.

- **Your PPS Number must be quoted with all enquiries.**

## Explanation of forms

The U1 form is a certificate showing periods of social insurance for the purpose of claiming unemployment benefit in another country covered by EC Regulations. This form has replaced the E301 form.

The E104 form is a certificate showing periods of social insurance for the purpose of claiming sickness/maternity/invalidity benefit or bereavement/death grant in another country covered by EC Regulations.