To apply for HAP you need the following.

**Housing Application Form** – you need to complete this form in full and sign the declaration on the back of the form

**Certificate of Income** – you need to complete this and have it signed and stamped by Social Welfare or your employer if you are working.

**HPL1 form** – you need to complete this and bring or send it to the Revenue Commissioners. They will complete their part and will post it back to you.

You will also need photocopies of

• GNIB card

• Your passport or driver’s license

• Ministers letter

• Birth certificate

• Medical card

• Public service card

• Proof of address letter from the centre manager

• If you are working you will need payslips and work will need to sign you certificate of income

• If you are attending work or school a letter from them confirming this

If you have a medical condition that requires you to be near a certain hospital for appointments please provide as much proof of this as possible, appointment letters, doctors letter etc

If you do not have a passport/drivers license or birth cert, I can do up an Afi Davit to replace this but it will need to be signed by a lawyer.

Once it is complete and the documents have been gathered you must show me to ensure it is all complete before we send it off.

Karen