



LUTON IRISH FORUM

Passport Witnessing Service Volunteer Role Description

When & Where	Two hours a week if possible (or per fortnight), evening time, which evening by mutual arrangement At Luton Irish Forum
Responsible to	Welfare Case Officer
Main purpose of role	To provide a witnessing service to people applying for Irish passports.
Description of tasks	<ul style="list-style-type: none">- Verifying identity documents- Checking documentation- Responding to enquiries from the Irish Passport Office
Skills and experience needed	A professionally accredited person employed in one of the professions listed overleaf.
Training and ongoing support provided	Induction training will be provided and ongoing support from the Welfare Case Officer.
Out of pocket expenses	Reasonable travel expenses (eg bus, car, cycle) will be reimbursed upon receipt / mileage claim.
Benefits to volunteer	This is a meaningful opportunity to provide a service to first, second and third generation Irish people living locally.
How to apply	Complete an application form or contact the Volunteer Officer at the address below.

Kathleen Connolly House, 102 Hitchin Road, Luton, LU2 0ES
Phone: 01582 720 447 Email: info@lutonirishforum.org

Members of the following professions may witness passport application forms, see <https://www.dfa.ie/passports-citizenship> for more information.

- Accountant
- Bank manager/assistant bank manager or Credit Union Manager or Assistant Manager
- Chartered Engineer
- Dentist
- Elected public representative
- Lawyer
- Lecturer
- Medical doctor
- Member of clergy
- Notary public/ commissioner for oaths
- Nurse
- Peace commissioner
- Pharmacist
- Physiotherapist
- Police officer
- School principal/vice principal / Teacher, School Secretary, Pre-school manager, Montessori teacher
- Speech Therapist
- Social Worker
- Vet