



A complete claim form must be accompanied by a copy of the legal aid certificate or other written authority (in the case of additional services). Please tick the relevant box(es) on the attached table(s) to specify the matters for which a fee is being claimed.

Please email to ipp@legalaidboard.ie

SECTION A

Case details

1.	Solicitor	
2.	Email	
3.	Client Name	
4.	LAB Case No	

SECTION B

Please note the fee for a spouse is the fee payable where the applicant is the spouse or partner of another applicant and the same solicitor or firm provides services to both clients. Where there is an entirely distinct claim a case can be made to the Board for payment of the full fee for the spouse's case.

The fee for a child who has a separate case is the fee payable where the applicant is the child of another applicant represented by the solicitor and the child has a separate asylum case. A full fee will be payable if the solicitor is only representing the child and not either parent.

Table of fees claimed

Schedule 2 – Fees for Services – Applications for International Protection made after 31st December 2016

Table A: Application for International Protection and Permission to Remain

Case Stage	This fee covers	Fee can be claimed when	Fees		
			Applicant	Spouse	Child
1. Application for International Protection Questionnaire	Assistance with the making an application for international	An applicant's Application for International Protection			

	<p>protection and permission to remain in the State, including advice in relation to the provision of material reception conditions and access to the labour market.</p>	<p>Questionnaire has been submitted to the International Protection Office</p> <p>This fee shall also be claimable when the solicitor has been engaged after the questionnaire has been submitted, but, following the taking of instructions the solicitor forms the view that it is necessary to submit an amendment to the questionnaire to the IPO and does so.</p>			
<p>2. Personal Interview</p>	<p>This fee covers the provision of legal advice in relation to a personal interview with an international protection officer including the making of submissions in relation to international protection and permission to remain and the obtaining of country of origin information.</p>	<p>An international protection officer makes a recommendation to the Minister in relation to an applicant's application for international protection</p>			
<p>3. Appeal to the International Protection Appeals Tribunal</p>	<p>This fee covers the drafting of a notice of appeal, legal submissions,</p>	<p>The Tribunal decides to uphold or overturn the recommendation</p>			

	<p>and advocacy before the Tribunal.</p> <p>Where the accelerated appeal procedure under section 43 IPA applies and there is no oral hearing, a reduced fee shall be payable.</p>	<p>of the international protection officer</p>			
<p>4 Review of Permission to Remain (s49)</p> <p>International Protection Regularisation Scheme of 7th February 2022</p>	<p>Provision of legal advice and the making of submissions in relation to a review by the Minister for Justice and Equality in relation to a decision on permission to remain pursuant to section 49 of the International Protection Act 2015.</p> <p>For the provision of legal advice and assistance with making an application pursuant to the International Protection Regularisation Scheme of 7th February 2022</p>	<p>The applicant is granted permission to remain in the State or a deportation order is made.</p> <p>An application pursuant to the International Protection Regularisation Scheme is made and the applicant receives a decision on that application</p>			
<p>5 Revocation or Amendment of Deportation Order</p>	<p>Provision of legal advice in relation to a deportation</p>	<p>The Minister decides or refuses (as the case may be) to</p>			

	order made by the Minister for Justice and Equality, pursuant to section 3 of the Immigration Act 1999, to include any representations to the Minister in relation to the possible amendment or revocation of the deportation order.	review or amend the deportation order.			
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Table B: Additional fees payable in cases being processed under Regulation (EU) 604/2013 ("Dublin III Regulation")

Case Stage	This fee covers	Fee can be claimed when	Applicant	Spouse	Child
1A. Dublin III Advices and Submissions to IPO	Provision of advices and representations to the Protection Office where the client's application is being processed under the Dublin III Regulation, including advices in relation to Article 5 interview if same has not yet taken place, and to include submissions in relation to Dublin III where appropriate.	An applicant's Application for International Protection Questionnaire has been submitted to the International Protection Office			

1B. Dublin III Appeal	Provision of advice drafting notice of appeal and representation at the International Protection Appeals Tribunal for the purpose of an appeal against a decision to transfer the client to another EU jurisdiction on foot of the provisions of the Dublin III Regulation.	The Tribunal decides to uphold or overturn the decision to transfer to the client to another jurisdiction under Dublin III.			
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Table C: Other Fees Payable in International Protection Matters

In the case of revocation of asylum/subsidiary protection status, the applicant must make a new application for legal services to the law centre. A decision must be taken on this application and a legal aid certificate granted before any services are provided.

In the case of any other matter below, the solicitor must make an application for an amendment to the legal aid certificate or other appropriate authority to cover the particular matter. This must be done before any services are provided.

Case Stage	This fee covers	Fee can be claimed when	Applicant	Spouse	Child
Revocation of Asylum/Subsidiary Protection Status (s52 IPA)	Advice, submissions and representation in the Circuit Court, covering all matter in relation to the revocation of refugee declaration or subsidiary protection declaration under section	The Minister decides, following representations, not to revoke the applicant's declaration of refugee or subsidiary protection status. Alternatively, when an order of the Circuit Court is made.			

	52 of the International Protection Act 2015.				
Inadmissible Application (s21 IPA)	Advice, submissions and an appeal to the International Protection Appeals Tribunal in respect of the inadmissibility of an application under section 21 of the International Protection Act 2015.	The Minister makes a final decision that the application for international protection is inadmissible, or decides to admit the application.			
Consent for Subsequent Application (s22 IPA)	Advice and submissions in respect of an application for the consent of the Minister for Justice to make a subsequent application under section 22 of the International Protection Act 2015.	An international protection officer makes a recommendation to the Minister that consent to make a subsequent application should be granted or refused.			

<p>Appeal in relation to the material reception conditions and access to the labour market</p>	<p>Appeal to the International Protection Appeals Tribunal under Regulation 21 of the European Communities (Reception Conditions) Regulations 2018, and where there is an oral hearing</p> <p>Where there is no oral hearing, a reduced fee shall be payable.</p>	<p>The Tribunal takes a decision in relation to the appeal.</p>			
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Schedule 3 – Fees claimed for transitional cases initiated but not completed prior to the commencement of the single procedure provisions of the International Protection Act 2015

Fees for asylum cases (inclusive of any payments made to counsel and exclusive of VAT)	Applicant	Spouse	Child
<p>a) Provision of legal services at first instance in accordance with the Board's Best Practice Guidelines in relation to an application for subsidiary protection and permission to remain in the State under the transitional provisions of the International Protection Act 2015.</p>			
<p>b) Appeal of negative recommendation on subsidiary protection application to the International Protection Appeal Tribunal</p>			
<p>c) Provision of legal advice and assistance with making an application pursuant to the International Protection Regularisation Scheme of 7th February 2022</p>			

SECTION C

Certification of claim

I certify that I have provided the legal services as specified in the attached table(s) in accordance with the terms and conditions for the Private Practitioner International Protection Scheme and I accordingly seek payment of the appropriate fee in accordance with those terms and conditions.

Signature	
Liable for VAT	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date	
VAT No.	

NB a complete claim form must be accompanied by:

- (a) a copy of the signed legal aid certificate or other written authority (in the case of additional services) and
- (b) a letter from the relevant decision making authority as evidence of the stage of the case.

Please send fee claims to:

By email to ipp@legalaidboard.ie (preferred)

Or alternatively to External Services, Legal Aid Board, Quay Street, Cahirciveen, Co Kerry, V23 RD36. DX 166 004 CAHIRCIVEEN

For Legal Aid Board use only:

	Authorised Officer	Date
Received by		