



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Guidance Notes

Applying for Registration as an International Qualification Applicant

Revised January
2025

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Read These Guidelines Carefully

Please read these guidance notes carefully before completing the online application process. Take your time reading and know that it may take you longer than you think to get some of the information you need. If there is anything you do not understand, or a problem, please contact us by email at: registration@coru.ie

Phone 01 293 3160 (10:00am to 4:00pm, Monday to Friday).

Guidelines for Internationally Qualified Applicants

If you have obtained a qualification from outside of the Republic of Ireland, for a profession regulated by CORU, and are interested in practising your profession in Ireland, you must first apply for recognition of your professional qualification.

Qualification recognition is a process to confirm that internationally awarded professional qualifications meet the required [Standards of Proficiency](#) in the Republic of Ireland.

How can I apply:

- ▶ **Apply online and pay the fee:** You must apply via the online portal. You will be required to submit information related to your qualification, including placements and internships as well as your employment history. Information relating to any additional qualifications, training and courses you have done may be required during the process. You can start your application for recognition by [clicking here](#). Once you have set up a profile, please select International Qualification application type.

Steps to completing your application.

- ▶ **Step 1:** Apply online by [clicking here](#).
- ▶ **Step 2:** Supply all the required documentation for your application
- ▶ **Step 3:** Pay the application fee of €510 to submit your application
- ▶ **Step 4:** Download and complete the relevant documentation
 - eVetting invitation form
 - Statutory Declaration about your registration
 - Proof of Professional Practice form (if applicable)
- ▶ **Step 5:** Upload the completed documentation to your application portal
- ▶ **Step 6:** Complete your eVetting application online

What is Qualification Recognition?

Qualification recognition is the process of assessing international professional qualifications to determine if they meet the threshold [Standards of Proficiency](#) required to practise professions in the Republic of Ireland.

Eligibility

To be considered, your application must meet these criteria:

- ▶ **Practice Eligibility:** You must be eligible to be registered/practise in at least one country already, generally the country where you obtained your qualification.
- ▶ **Qualification:** You must hold a qualification that gives access to the profession in the country where it was awarded.

If any of these criteria are not met, your international qualification recognition application will not be considered. If you qualified in a country where your profession is unregulated, you must provide proof of one year of professional practice in the profession you wish to gain recognition in. This one year of practice must be within the last ten years.

Standards of Proficiency

Applications for recognition will be assessed against the Standards of Proficiency required for the practice of the relevant profession in the Republic of Ireland.

The Standards of Proficiency outline the knowledge, skills, competence and professional attributes required to practise your profession in Ireland. For more information on the Standards of Proficiency for your profession, please visit the following link

- ▶ <https://coru.ie/health-and-social-care-professionals/registration/international-qualifications/standards-of-proficiency/>

It is important that you read and understand these standards as part of the recognition application process.

You must demonstrate that you meet the Standards of Proficiency required. You must provide evidence in your application of the qualification(s), training and work experience you have gained in your profession to demonstrate you meet the Standards of Proficiency.

If your qualification meets the Standards of Proficiency, it will be recognised. If your qualification does not meet the Standards of Proficiency in its own right, we will consider whether any additional training and professional experience you have done helps to meet the requirements. For this reason, you are encouraged to provide as much information as possible to demonstrate the knowledge, skill and competence set out in the Standards of Proficiency. You may be asked for additional information at the verification and/or

assessment stage of the process. The earlier the information is provided, the quicker the process will be.

Please note CORU will not accept personal patient data as part of any application. If this data is sent it will be destroyed under dual control.

Professionals who can apply to CORU for international qualification registration.

CORU currently recognises qualifications, and registers professionals, from the following professions:

- ▶ Dietitian
- ▶ Dispensing Optician
- ▶ Medical Scientist
- ▶ Occupational Therapist
- ▶ Optometrist
- ▶ Physiotherapist
- ▶ Podiatrist/Chiropodist
- ▶ Radiation Therapist
- ▶ Radiographer
- ▶ Social Worker
- ▶ Speech and Language Therapist
- ▶ Social Care Worker

Guidance for Documentation

Before beginning your application, please make sure you have all the following information.

Personal Documents Required for Your International Qualification Registration Application:

Supporting documents international qualification applicant checklist

Document	Optional or Mandatory	Action Required
Certified Copy of Proof of Identity Current passport (photo page)		Upload certified copy of your I.D to

<p>or</p> <p>Both sides of current passport card</p> <p>or</p> <p>New Irish Driving Licence (issued since 2013)</p> <p>or</p> <p>EU Identification card</p> <p>or</p> <p>Public Services Card (as issued by the Irish Department of Social Protection – copy front and back of the card).</p>	Mandatory	your application form
<p>Certified Copy of Evidence of Name Change (if applicable)</p> <p>If you have legally changed your name, provide your previous name and a certified copy of the document showing the change (e.g., marriage certificate, Deed Poll).</p>	Optional – only if relevant	Upload certified copy of your proof of name change to your application form
<p>Certified Copy of Certificate Qualification(s) Awarded</p> <p>This certificate must be certified by an approved certifier or stamped by your university and uploaded to your application.</p>	Mandatory	Must be certified by an approved certifier and uploaded to your application
<p>Certified Copy of Official Transcripts</p> <p>This must be certified by an approved certifier or stamped by your university and uploaded to your application.</p>	Mandatory	Must be certified by an approved certifier and uploaded to your application
<p>Certified Description of Course Content</p> <p>Provide a detailed syllabus/handbook including all course modules, subject descriptions, and details of practical placements. This can be certified by an approved certifier or stamped by your university and uploaded to your application.</p>	Mandatory	Must be certified by an approved certifier and uploaded to your application
<p>Certified Evidence of Eligibility to Practise</p> <p>Submit certified evidence from the competent authority (this is usually a registration Body or a Ministry) in your qualification country stating the</p>	Mandatory	Must be certified by an approved certifier and

qualification you hold entitles you to work as a professional in the state you gained the qualification in.		uploaded to your application
Certified Copies of Certificates/Transcripts for Other Qualifications Include certified copies and detailed course content for any additional post-qualification education or training if available. If not, proceed with the application and the team will let you know if the information is needed	Optional – only if relevant	Upload certified copies of your qualification certificate, transcript and syllabus
Verification by Educational Institute Obtain verification of your qualifications, modules and syllabi from your educational institute, including course details, placement details, and research projects.	Mandatory	Download verification form from your application. Verifications must be signed and stamped by your university and uploaded to your application
Verification by Competent Authority Obtain confirmation from the competent authority (this is usually a Registration Body or a Ministry) in your qualification country stating that the qualification you hold entitles you to work as a professional in the state you gained the qualification in.	Mandatory	Download verification form from your application. Verification must be signed and stamped by competent authority and uploaded to your application
Verification by Employer Obtain confirmation of employment details from your most recent employer.	Optional – only if relevant	Download verification form from your application. Verification must be signed and stamped by your employer and uploaded to your application
Certified CPD	Optional – only if relevant	Must be certified by an approved certifier and

Include certified copies of any relevant continual professional development certificates.		uploaded to your application
Statutory Declaration signed under oath Complete, sign, and date the declaration to confirm the accuracy of your application details. This must be signed by a solicitor or lawyer.	Mandatory	Upload certified copy to your application form
Consent to Background Checks Complete the consent section for background checks to allow the Registration Board to verify your information.	Mandatory	Complete in the relevant section of the application form
Certified Translations into English Provide certified translations of documents not in English or Irish. The translation must be officially stamped by a registered translator and include the translator's name, address and contact information for verification.	Mandatory where relevant	Upload translated copies of documentation to your application form
Completed and signed eVetting Invitation Form (NVB1) You must also upload the subsequent online eVetting application.	Mandatory	Upload complete form to your application
Certified copy of certificate(s) of Criminal Clearance You must give us one for each country outside of Ireland where you lived for one year and one day or longer, from the age of 18 years.	Optional – only if relevant	Upload certificates to your application form
Scans of 2 passport size photographs	Mandatory	Upload to your application
Evidence of competence in English or Irish language.	Mandatory	Upload to your application
Payment of Fee The application fee is €510.00	Mandatory	To submit your application you must pay the application fee

Additional Note for EU/EEA/Swiss Applicants: If you have difficulty obtaining evidence, you can contact CORU or refer to your national contact point. National contact points for the EEA are available [here](#).

What is certification?

Certified copies are copies of original documents that have been formally checked and stamped by an approved certifier:

- ▶ a practising solicitor
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner, or
- ▶ a Notary Public
- ▶ a member of an Garda Síochána (**note:** except for Statutory Declarations).

What is verification?

The 'Verification Process' means having the information provided in your application confirmed by a third-party.

How to verify your documents:

1. When you fill out the online application, you will provide details about your qualification(s) and relevant experience.
2. You will then need to **download** the 'Verification Forms' from the application page.
3. These downloaded documents, which include the information from your application, must be confirmed by your relevant organisation (University, Employer or Competent Authority.)
4. You must send these to the relevant organisation. **The relevant organisation must:**
 - a. sign and stamp the document(s) to verify them;
 - b. **You must** then upload the signed and stamped verification as part of your application.

Please note

If your profession is not regulated in the country where you qualified, you must provide proof of professional employment in the profession for a minimum of 1 year in the previous 10 years. The proof of professional employment will need to be verified by your employer.

Translation of Documents

You must submit certified copies of your documents in English or Irish. If the documents are in other languages, you must submit certified copies of an English language translation which has been issued and officially stamped by an official translator.

You must include the name, address and contact information of the translator so that we can verify the translation. (Contact your Embassy or Consulate for names and contact details of official translators for your language.)

Closure of Incomplete Applications

If you do not provide the documents within a six-month timeframe, your application will be closed. You will be contacted to check if you wish to proceed or not before closure. If you wish to apply for registration after your application has been closed, you will need to make a new application and pay a new application fee.

Stages to having your Qualification Recognised¹ and proceeding to registration

1. Stage 1 - Application Received

Submit Your Application: Fill out and submit your online application for recognition. Please note, there is a fee which is paid when you submit your application.

2. Stage 2 - Missing Information

Application Review: Your application will be checked for missing documents and the verification of your information from your Competent Authority, University and Employer. If any documents are missing, you will be asked to upload them to your application.

3. Stage 3 - In Progress

All documentation received - File Complete: Once all documents are received from you, including third-party verifications (like universities and employers), your application will be marked as "File Complete" and queued for assessment. At this stage you will also be invited to submit your application for registration, to save time by allowing the two processes to run at the same time.

4. Stage 4 - Qualification Assessment in Progress

Assessment Stage: Qualifications and applications are assessed by two experts from the profession. During the assessment you may be asked for more information from you or third parties. Please provide this information quickly to avoid delays.

5. Stage 5 - International Qualification Decision

Board Decision: The possible outcomes of the recognition process/decisions are:

- **Recognition of your Qualification:** If your application meets the Standards of Proficiency, your qualification will be recognised. If your qualification does not meet the Standard required, additional post qualifying experience and Lifelong learning will be considered, and your qualification may be recognised on this basis.
- **Compensation Measure:** If your qualification, and any additional learning supplied, do not meet the Standard, you may be offered the chance to complete a Compensation Measure; this involves a choice between a Period of Adaptation (supervised clinical experience in Ireland which may be accompanied by academic modules if necessary) or an Aptitude Test (examination). For more information, visit our [Compensation Measure webpage](#).
- **Refuse Your Application:** An application may only be refused in very limited circumstances, including failure to complete the compensation measure (after two tries), and if you are ineligible to apply.

6. Stage 6 - Registration Decision

When you have completed all parts of the application, and your qualification has been recognised by the relevant Board, you will be considered for registration and if successful you will be added to the register.

¹ CORU is rolling out a series of new approaches to Qualifications recognition which will reduce the requirements for applicants with specific qualifications. Please monitor the CORU website for updates and information regarding new pathways for frequently seen qualifications.

Please note

Physiotherapists who have gained their qualification in the EU/EEA/Swiss Confederation and have EU rights can apply for recognition through the European Professional Card (EPC) route. EPC applications are made through a different portal. Your home competent authority will assist you with the application by validating all documentation before it is sent to CORU via the EPC portal. Please find further information on this here: [European Professional Card: your qualifications recognised abroad - Your Europe \(europa.eu\)](https://european-professional-card.europa.eu/)

Completing the Registration Process:

Details of Relevant Memberships

You should fill out the details of your memberships of your regulatory or professional body, or both, on the online system.

Regulatory body membership

We have the right to contact the regulator to verify the information you have given us.

We may also look for 'Certificates of Good Professional Standing' on your behalf from regulators with whom you have been registered.

The Certificate of Good Standing will show at the time of issue:

- ▶ your current registration status with the regulator
- ▶ your registration history, like the date when you first registered with them
- ▶ whether you have been the subject of any restrictions (like having conditions imposed on your practice or having your registration suspended or revoked).

Professional body membership

Please give details of all professional bodies of which you are a member. The Registration Board may contact the professional body to confirm your membership and good standing.

Statutory Declaration

A statutory declaration is a declaration of:

- ▶ knowledge
- ▶ circumstance
- ▶ fact

You get this certified by going to:

- ▶ a solicitor with a practising certificate
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner, or
- ▶ a Notary Public

Your statutory declaration must be dated within **six months** of the date of your application. If the certifier does not have an official seal or stamp, then they must provide their full name and address in block capitals.

- ▶ <https://www.coru.ie/files-registration/coru-statutory-declaration.pdf>

As part of your statutory declaration, you must declare that you have read, understood, and will comply with the Code of Profession Conduct and Ethics for your profession. Each Registration Board has a Code of Professional Conduct and Ethics which applies to the profession. For details, please go to the website:

- ▶ <https://www.coru.ie/health-and-social-care-professionals/codes-of-professional-conduct-and-ethics/>

Answers to All 'Fit and Proper' Questions

Fit and proper for the profession

By law, before we can enter your name on the Register for your profession, you must satisfy the Registration Board that you are a fit and proper person to engage in the practice of the profession.

This includes showing that you are of good character and in good physical and mental health.

You must answer all 15 fit-and-proper questions on the online system.

Tell us about (disclose) material matters

In the Statutory Declaration document, you must make a number of disclosures about your qualification, registration and practice. These will include:

- ▶ any 'material matter' that has occurred that requires you to make a disclosure.

This means you must tell us information about any situations listed below that happened:

- ▶ in this State, or
- ▶ outside it

A 'material matter' means any regulatory proceedings within the State or another jurisdiction that have resulted in²:

- ▶ the imposition of conditions, suspension, cancellation of registration, or
- ▶ the refusal to grant registration, or
 - a) conviction triable on indictment (other than a spent conviction – see note below)

or

- b) conviction outside the State for an offence consisting of acts or omissions that, if done or made in the State, would constitute an offence triable on indictment in Ireland or another jurisdiction.³

² Source of this definition: Section 3 of the Health and Social Care Professionals Act 2005 (as amended).

³ If you are unsure whether you have been convicted of an offence which is triable on indictment in Ireland (or would be if the offence had been committed here), you should take legal advice.

If you are unsure whether or not you have been convicted of an offence which is triable on indictment in Ireland (or would be if the offence had been committed here), you should take legal advice. **If you do not disclose (tell us about) a conviction which you should have disclosed, you may be prosecuted.**

Spent Conviction

You **do not** have to disclose convictions which are spent convictions. Spent convictions are complex, and we strongly advise you to get legal advice in relation to spent convictions. The meaning of spent convictions is set out in Section 5 of the Criminal Justice (Spent Convictions) Act 2016.

Please note

As detailed in Section 45 of the Health and Social Care Professionals Act 2005 (as amended) (the “Act”), you must notify the Registration Board “as soon as practicable” of any relevant issues. If you make a false declaration, it is an offence under the Act and may result in a complaint being made against you.

You must provide additional information where required in the Fit-and-Proper section of your application.

Information About Relevant Health Conditions

You must disclose (tell us) whether or not you have a relevant medical disability.

If you have (or have had in the past) a physical or mental health condition that may affect your ability to practise the profession for which you seek registration, you must give full details.

If you answer ‘yes’ to any of the questions, it does not necessarily mean you are ineligible to register. It is an opportunity for you to show how you manage your health issues, and how this enables you to provide safe service to service users.

However, if you fail to give us relevant and accurate information, it **will** affect your application for registration.

If you have declared a health condition, we advise you to give us a letter from your treating medical professional for the attention of the Registration Board.

► <https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/fit-and-proper/fit-and-proper.html>

Vetting with the National Vetting Bureau

All applicants must complete the eVetting process with the National Vetting Bureau (“NVB”). It is a requirement of registration. Follow the seven steps to do this on the next two pages.

Our disclosure policy means that the person in CORU who has Garda authorisation may disclose certain details to the Registration Board. These include details of convictions, or prosecutions, or both, successful or not, pending or completed, in the State or elsewhere.

Key steps in the eVetting process for applicants

1. Download eVetting Invitation Form (NVB1) from the CORU website.

You can do this on the ‘eVetting’ page in the applicant portal when you are entering your information to apply online.

2. Complete eVetting Invitation Form.

You may complete the eVetting Invitation Form:

- ▶ electronically in Acrobat Reader on a computer, or
- ▶ by hand.

You must sign it by hand and date it (using a ball point pen).

You can then upload an electronic copy of the scanned form, including the signature and date, on the applicant portal.

Please note: If the application process takes longer than 12 months you will be required to submit an updated eVetting invitation form.

3. Attach proof of identity and current address to completed form.

You must provide a copy of:

- ▶ your photo ID, and
- ▶ a document which confirms your current address.

Attach these to your completed eVetting Invitation Form. You may also need to provide your certificate of marriage/change of name.

Acceptable forms of ID

- ▶ Photo page of your driving licence (issued from 2013 onwards).
- ▶ Photo page of your current passport.
- ▶ Photocopy of both sides of your current passport card.
- ▶ Photocopy of Public Services Card (both sides) or National Identity/Age Card.

Acceptable forms for proof of current address

- ▶ Recent utility bill (gas, phone, broadband or electricity) not more than 6 months' old.
- ▶ Statement of results or correspondence from your college, university or [SUSI](https://susi.ie/) (<https://susi.ie/>).
- ▶ Bank, building society, credit card or credit union statement.

Document from a state agency showing your current address (P60, P45).

4. You will receive an email inviting you to apply for eVetting online.

When we receive your eVetting Invitation Form, we will verify your application. If all is in order, we will enter your details on the National Vetting Bureau eVetting system. The eVetting system will then send you a link to the eVetting application form. This link is valid for 30 days.

Please note

Please ensure to check your spam folder as the invite from the National Vetting Bureau may go there.

5. Follow the link in the email to complete the eVetting Application Form (NVB2) online.

When you access the online Vetting Application Form, you can enter your details and **all of the addresses (both in Ireland and abroad)** at which you have lived since birth.

6. We will email you to let you know when we have received the outcome of the eVetting.

When you complete the eVetting application form online, we will then review it. We will submit it to the National Vetting Bureau to be processed. When the vetting result is returned to us, you will be emailed with confirmation of the completion of the process when the outcome is downloaded by our Liaison Person (a CORU staff member).

We have a right to raise queries about anything that you may have not disclosed and about anything else arising as a result of vetting.

Certificate of Criminal Clearance

If you have lived abroad for one year and one day, or longer, after the age of 18 (working or not), you must provide a certified copy (explained on page 5) of a Certificate of Criminal Clearance (also known as Police Clearance). You must give us one for each country where you have lived for one year and one day, or longer, with your application.

The Certificate of Criminal Clearance provided from that country can be no older than twelve months old on the date of application. So, make sure that the Certificate of Criminal Clearance was issued within the twelve months of your online application for CORU registration, for example if you apply on 30 November 2024, your certificate of criminal clearance should be issued no later than 30 November 2023.

If you received police clearance for a country some time ago and have not returned to live in that country, you may submit a certified copy of that document.

If you don't already have a Certificate of Criminal Clearance, please contact the embassy or consulate for the relevant country for details on how to get one.

If you are unable to secure a Certificate of Criminal Clearance for a particular country, please contact us.

For more information, please visit our [website](#):

► <https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/garda-vetting-and-police-clearance/police-clearance/>

Please note

If the application process takes longer than 12 months you will be required to submit an updated certificate of criminal clearance.

Proof of Language Requirements for Applicants

All of the professions under CORU have patient-safety implications. This means all of our Registration Boards are entitled to carry out language tests (under S.I. No. 8 of 2017). They do this to make sure that each applicant has enough knowledge of the language to practise their profession in Ireland.

The ability to communicate safely and efficiently in a language of the State is critical to working effectively in Ireland. You must successfully complete a language test unless you meet one of the requirements listed on the CORU website. Please see here to see whether you can provide proof of language or whether you will need to undertake a CORU-approved language test:

► <https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/language/>

Final Notes

You must do the following

- **Fully complete online application**
You must complete the online application process and answer all questions fully.
- **Supporting Documents**
Ensure the supporting documents are completed and uploaded to your application form.
- **Keep us informed**
Tell us immediately about any matter likely to affect your application and your ability to perform your professional duties.
- **Keep copies**
Keep a copy of all the material you send for your own records. You will also be able to download, print or save a PDF report of the details you submit online.

Avoid Doing the Following

- **Do not send original documents**
Do not send original documents unless we ask for them as we cannot return them. Instead, please send certified copies of documents (see page 5 to learn how to certify documents).
- **Don't disclose personal patient information**
As part of your practice placement information do not disclose any identifying personal information, such as name and date of birth of patients.
- **Do not assume your application will be successful**
We will not accept liability for any loss or expense that you experience if your application is not approved.

Please note

- We will not accept liability (responsibility) for documents that we return to you.
- We will check all your information and documents.
- We have the right to ask you to confirm or check anything in your application.
- CORU may verify, or ask you to verify, any information as part of your application.
- If you have not heard from us within two weeks, please contact us. You may be asked to supply more information.

Contact Us

We hope these guidance notes have been helpful.

Please contact us if you have any questions or technical difficulties.

We can be reached via:

1. Email: registration@coru.ie
2. Phone: 01 293 3160 (10:00am to 4:00pm, Monday to Friday).

Glossary

This page includes several important terms that are explained below to help you understand the Recognition Application Process:

Assessment: Your application for Recognition will be evaluated by two experts in the profession: a Clinical Practice Assessor and an Education Assessor. The Assessors make a recommendation to the Registration Board which makes the decision.

Certified Documents: During the Recognition Application process, you must get several documents certified. This means a solicitor, lawyer, or notary public must review your documents and confirm they are true copies of the originals by signing and stamping them.

Compensation Measure: If your application does not fully meet the Standards of Proficiency, you may need to complete additional training or pass an exam to address the identified deficiencies. There are two options for this:

- **Period of Adaptation (Supervised practise):** A placement in an Irish health and social care setting. This may in some circumstances be augmented by a requirement for formal learning.
- **Aptitude Test:** An in-person exam to demonstrate your understanding.

Competent Authority: A Competent Authority is any regulatory or professional body empowered by the State to validate professional qualifications. This can be in your home state, or in a state that you have worked, studied or resided in.

Eligibility Criteria: To be considered by the Registration Board, your application must meet the eligibility criteria for the Recognition process. This means you must be qualified and allowed to practice in the country where you obtained your qualification.

File Complete: When the Recognition Department have received all your documentation, including all verifications required, your application will be deemed 'File Complete' and will be prepared for an Assessment.

Registration Board: The Registration Board is in charge of registering professionals. They recognise qualifications from outside Ireland and approve applications to join the register.

Standards of Proficiency: These are the requirements for graduates from an Irish-approved program to be eligible for the Register. Make sure your application meets and clearly addresses these standards. You can find the Standards of Proficiency [here](#).

Third Party Verification Documents: These are documents, generated from the application portal, which you need to have signed, stamped and upload the signed copies to your application form.