

Magdalen Restorative Justice Ex-gratia Scheme

Application Form

In respect of women who worked in the laundries in the 12 'Magdalen' institutions and who were resident in one of the 14 adjoining institutions. A list of the relevant institutions is at Appendix A

- Please complete this form using BLOCK CAPITALS
- Please tick all boxes as appropriate
- Please note that failure to complete this form as fully as possible may delay consideration of your application
- An acknowledgment will automatically issue within three weeks of receipt of your application
- Please send the completed form to the following address:

Restorative Justice Implementation Unit
Department of Justice and Equality, 3rd Floor, Montague Court,
7-11 Montague Street, Dublin 2

1. Personal Information

Surname:

Maiden name:

First name(s):

Any other first or last name(s) used:

Any other name(s) by which you were known in the Institution:

Date of birth:

Day	Month	Year
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Current Address:

.....

.....

Daytime telephone no:

Email address:

P.P.S./National Insurance no.*
*mandatory

2. Evidence of Identity

- Please forward a photocopy of each of the following
 - a) Birth Certificate (long version)
 - b) Proof of your PPS number
 - c) Proof of your address e.g. utility bill etc.
 - d) Official photographic ID e.g. passport, driving licence, travel pass etc.
 - e) A passport size photo of the applicant.

- Please state your home address when you were first placed in the Institution:

.....
.....
.....

3. Details of person applying on behalf of an applicant who needs assistance completing the application

- This section should only be completed where you are applying on behalf of another person.
- An application may be made on behalf of an applicant if the applicant is incapable of managing her own affairs at the time of the application.

My surname(s):

First name(s):

Relationship to the applicant:

Address:
.....
.....

Daytime telephone no.:

Email address:

4. Applicants who worked in the laundry of a Magdalen Institution while resident in an adjoining institution

Please complete the tables below if you worked in the laundry of one of the 12 'Magdalen institutions' and were resident in one of the 14 adjoining institutions. These institutions are listed at Appendix A.

Please forward a copy of any records relating to your time in the institution with your application. If you have not previously requested records from the religious congregations, contact details for the relevant congregation are attached at Appendix B. If you have not been able to obtain records relating to your time in the institution concerned, copies of correspondence with the religious congregations seeking those records and their reply should be included.

Previous Awards: Have you previously received an award under the Magdalen Ex-gratia Scheme and if so when: _____

Details of your residence in adjoining institution at Appendix A (Column B)

Name of adjoining institution	Address	Dates of Residence		Name / Number given in adjoining institution
		From	To	

Details of the relevant Magdalen institution at Appendix A (Column A)

Name of relevant Magdalen Institution	Address	Date of commencing work in Laundry	Date finished work in the Laundry

Details of your work in the laundry of the relevant Magdalen institution

Year	Hours per week	Please specify details i.e. times of the day and days of the week	Number of weeks per month	Total weeks worked in year

Details of the type of work undertaken in Laundry:

5. Declaration

PLEASE READ THIS SECTION CAREFULLY BEFORE YOU SIGN THIS FORM

- I declare that the information that I have given in this form is true to the best of my knowledge, and understand that I am personally responsible for it.
- I agree to tell the Department of Justice and Equality in writing if there are any changes in either my circumstances or those of the person on whose behalf I am applying before any settlement or making of an award.
- I agree to give the Department of Justice and Equality full assistance in the conduct of this application.
- I understand that this application and all attachments may be provided to the representative of any institution named in this application.
- I understand that the Department of Justice and Equality may request my personal data from other Government Departments, agencies, health or educational institutions, the religious congregations and hostels owned or operated by religious congregations or other non-religious operated hostels. This information will be used only for the verification of my application to the Magdalen Restorative Justice Ex-Gratia Scheme.
- I consent to my personal data relating to this application being obtained by the Department of Justice and Equality from other Government Departments, agencies, health or educational institutions, the religious congregations and hostels owned or operated by religious congregations or other non-religious operated hostels and shared with the Department of Justice and Equality for the purposes of this application. I understand that I have the right to withdraw consent at any time and may do so by contacting the Restorative Justice Implementation Unit.

*Signature of applicant: _____

Print Name: _____

*Signature of person applying
on behalf of applicant: _____

Print Name: _____

Date: _____

*As applicable

6. Documents enclosed with this application

Checklist:

- Please tick the relevant box to indicate which documents are enclosed with this application.

Photocopies of the following documents are enclosed with this application:

1. Birth Certificate – Long Form
 2. Proof of PPS number
 3. Proof of Address e.g. utility bill
 4. Official photographic ID e.g. passport, driving licence, travel pass
 5. Records or other evidence of residence in institution
 6. Records of time working in the laundry in the Magdalen institution
 7. Passport size photograph of the Applicant
 8. Other (please specify):
- If it is not possible for you to make a photocopy of the original document, please forward your application, and original documents, by registered post or delivery. The Department of Justice and Equality will photocopy the original of any of the documents received by it, and return them to you by registered post as soon as possible.
 - Please note that documents are sent at your own risk and while the Department of Justice and Equality will take all reasonable steps to safeguard them while in its possession, the Department cannot be held liable in the event of any loss or damage which may arise.

PLEASE AFFIX A CURRENT PASSPORT SIZED PHOTOGRAPH OF THE APPLICANT TO THE BOX BELOW.

PHOTOGRAPH

Appendix A

List of 'Magdalene' institutions and adjoining institutions

Column A 'Magdalen' Institution in 2013 Scheme	Column B Institutions adjoining the 'Magdalen' institutions
<i>Good Shepherd Sisters</i>	
Magdalen Institution New Ross	St. Aidan's Industrial School
Magdalen Institution Waterford	St. Dominick's Industrial School Gracepark Training Centre Mayfield Training Centre
Magdalen Institution Cork	St. Finbarr's Industrial School Marymount Training Centre
Magdalen Institution Limerick	St. Georges's Industrial school St. Joseph's Reformatory School Rosemount Training Centre
<i>Sisters of Our Lady of Charity</i>	
St. Mary's Refuge, High Park, Dublin 9	An Grianán Training Centre St. Joseph's Industrial School Martanna House Hostel
Monastery of Our Lady of Charity Sean McDermott Street, Dublin 1	St. Anne's Hostel
<i>Sisters of Mercy</i>	
House of Mercy Domestic Training School, Summerhill, Wexford	St. Michael's Industrial School, Summerhill
Magdalen asylum, Forster Street, Galway	No relevant adjoining institution
St. Patrick's Refuge, Crofton Road, Dun Laoghaire, Co. Dublin	No relevant adjoining institution
<i>Sisters of Charity</i>	
St. Mary's Magdalen, Donnybrook, Dublin 4 St. Vincent's, St. Mary's Road, Cork Domestic Training School, Stanhope Street, Dublin 7	No relevant adjoining institution No relevant adjoining institution No relevant adjoining institution

Appendix B

Contact Persons for the Religious Orders who operated the Laundries relevant to Mr. Justice Quirke's report

Religious Order	Relevant institution
<i>Good Shepherd Sisters</i>	
<p>Sr. Brid Mullins Good Shepherd Provincialate</p> <p>Ring: Sr. Brid Mullins 021 - 4503815 or 0872724436 Email: mbridmullins@gmail.com</p>	<p>St Mary's Cork Road, Waterford</p> <p>St Mary's New Ross, Wexford</p> <p>St Mary's Pennywell Road, Limerick</p> <p>St Mary's Sunday's Well, Cork.</p>
<i>Sisters of Our Lady of Charity</i>	
<p>Write to: The Ministries Desk Sisters of Our Lady of Charity 63 Lower Sean McDermott Street Dublin 1</p> <p>Ring: Ms Valerie Coonagh 01 8711109 or 0877719723 Email: ministriesdesk@olc.ie</p>	<p>St Mary's Refuge, High Park, Grace Park Road, Drumcondra, Dublin 9</p> <p>Monastery of Our Lady of Charity, Sean McDermott Street (formerly Gloucester Street), Dublin 1</p>
<i>Sisters of Mercy</i>	
<p>Write to: Ms. Marianne Cosgrave Catherine McAuley Centre 23 Herbert Street Dublin 2</p> <p>Ring: Ms. Marianne Cosgrave 01-6387521 Email: info@mercyarchive.ie</p>	<p>Magdalen Asylum / Magdalen Home, 47 Forster Street, Galway</p> <p>St Patrick's Refuge, Crofton Road, Dun Laoghaire, Co. Dublin</p> <p>Summerhill Training Centre, Wexford (Laundry operated in the Training Centre)</p>
<i>Sisters of Charity</i>	
<p>Write to: Sr. Christina Gorman Mary Aikenhead House St. Mary's Donnybrook Dublin 4</p> <p>Ring: Sr. Christina Gorman 01-2698744 or 0872127245 Email: generalate@rsc Caritas.com</p>	<p>St Mary Magdalen's, Floraville Road, Donnybrook, Dublin</p> <p>St Vincent's, St Mary's Road, Peacock Lane, Cork</p> <p>St Mary's Stanhope Street (Laundry operated in the Training Centre)</p>

