



Step by Step Guide to Registration Renewal for Existing Registered Childminders

You are considered an existing registered childminder if you registered with the Early Years Inspectorate before 30th September 2024 under the Child Care Act 1991 (Early Years Services) Regulations 2016 or the Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

All Early Years Services including childminders are legally required to renew registration every three years as set out in Article 58D (10) of the Child & Family Agency Act 2013.

Please follow the steps below to complete your childminding registration renewal application.

Step 1: Access Your Portal Account

Click on the following link [Tusla Portal](#).

Log into your existing Tusla portal account by inserting your email address and password and click next. If you cannot remember your password, click on 'forgot password' and reset the password.

A six-digit code will be sent to your mobile phone. This will allow you to access your Portal account.

Step 2: Create a New Submission

On the home page, select 'New Submission'.

Then select Pre-School or School Age Service.

Step 3: Submission Type

Complete the following:

- Click the option for 'Registration Renewal for Registered Childminders'.
- Click the 'I am already registered, and I want to renew my registration' option.
- Read the information on the welcome page and click 'Next Step'.
- Select the service that requires registration renewal – this will depend on the application form that you submitted your original application on. If you are unable to locate your application here, please contact the registration renewal helpdesk for assistance on (061) 440600.
- Select the service you wish to renew from the drop-down menu(s).
- Insert the Tusla number for the service that you wish to renew registration for.
- If you have changed service type through a change in circumstance application in the last 3 years, select your current service type.

Step 4: Upload Documents

Drag and drop file or click browse to upload the following documents:

- Current **insurance** certificate or written confirmation of insurance cover for the childminding service.
- **Garda Vetting** for the Childminder:
 - EITHER Garda Vetting disclosure document (dated within the last 3 years), OR
 - Confirmation email received from the National Vetting Bureau confirming that Garda Vetting has been completed (must be dated after 31st January 2025, uploaded as PDF or image file).
- A list of the **names** of the Emergency Cover Persons (Max. 3)
- **Garda Vetting** (dated within 3 years) for the Emergency Cover Person(s).
- **Police vetting** for the childminder & emergency cover persons if they have lived in a country outside of Ireland for more than 6 months.
- Signed **Statutory Declaration Form** for the Renewal of Registration of a Childminding Service. Please download the declaration form from this link - [Childminding Declaration Form for Renewal of Registration](#). Please read the declaration carefully and tick either (a), (b) or (c).
- **Declaration of Suitability** as set out in Schedule 4. Please download the declaration form from this link - [Declaration of Suitability](#). Please read the declaration carefully and complete.
- Updated evidence of **First Aid Qualification** (must have been completed in the last 2 years): Online-only courses are not acceptable; only first aid courses with a practical element can be accepted. Blended courses are also acceptable once the practical element has been completed in person. Your local childcare committee will be able to advise you on how to access a suitable first aid course.
- **Children First E-Learning Programme Certificate**: This is an online course available free of charge at the following link- [Children First E-Learning Programme](#).

Select document classification for each document type.

Select 'Next Step'.

Step 5: Fee Payment

You will need to pay the relevant fee as indicated on the Portal using your credit or debit card.

Step 6: Submit to Tusla

Once you have finished the application, please check that you have completed all the necessary fields and that you have attached and classified the required documents and then click 'submit to Tusla'.

When you have made your submission, you will receive a confirmation email advising that your submission has been made, and you will be provided with a submission number. Please take note of this, as if you require assistance and need to speak to a member of the registration team you will be asked to quote your submission number.

Step 7: Application Finalisation

Once you have submitted your application through the portal, a member of the team will review your application and contact you via the portal. Only completed applications with the correct supporting documentation will be accepted. You will be assigned a dedicated Registration Support Officer who will support you through the process.

Note: Failure to Complete Renewal of Registration

Your childminding service's registration renewal must be completed two months prior to the expiration of your current registration. Please note, failure to renew your registration will result in your service not being included on the National Register of Childminding Services. If this occurs, and you wish to operate a childminding service in the future, you will be required to submit a full and complete new registration application 90 days before your proposed opening date. Failure to renew your registration may also impact your funding.