



Tusla Web Portal

**A Guide to Making an Early Years/School Age
Change in Circumstances and/or Cessations
Application**

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The Tusla Portal

The Tusla Portal allows providers of preschool and school age services to securely interact with Tusla. This user guide is for those who propose to submit a change in circumstances (CIC) application for their registered early years and/or school age service and for providers who wish to cease operating their early years and/or school age service.

This user guide outlines how to navigate the Tusla Portal to complete this.

For more information on Tusla's services please visit our website at www.tusla.ie.

Key Information for Registered Providers to Note

- The Tusla Portal will become available to registered providers to submit their CIC applications from 3rd February 2026.
- CIC applications will permanently transition to the Tusla Portal by 27th February 2026.
- From 27th February 2026, any CIC applications submitted via email or by post will not be assessed and the sender will be notified of the need to submit their application through the Tusla Portal.

Data Privacy by Design

The Portal has been designed using the principle of Data Privacy by Design. The process requires that only necessary personal data for each specific purpose is required for processing. All Personal Data encrypted will be retained on the Portal for the minimal amount of time as possible. The Portal's data privacy statement can be accessed on the Tusla website at <http://www.tusla.ie/children-first/tusla-web-portal-privacy-statement>

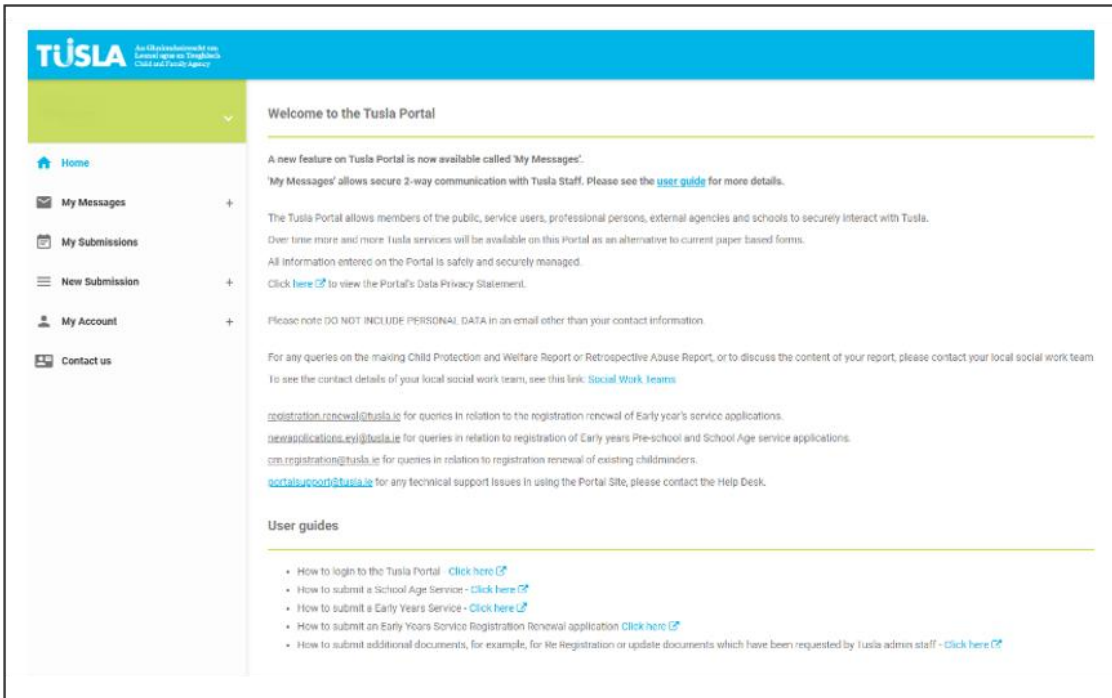
Logging on

For details on how to register and logon to the Tusla Web Portal, please refer to the guide below:

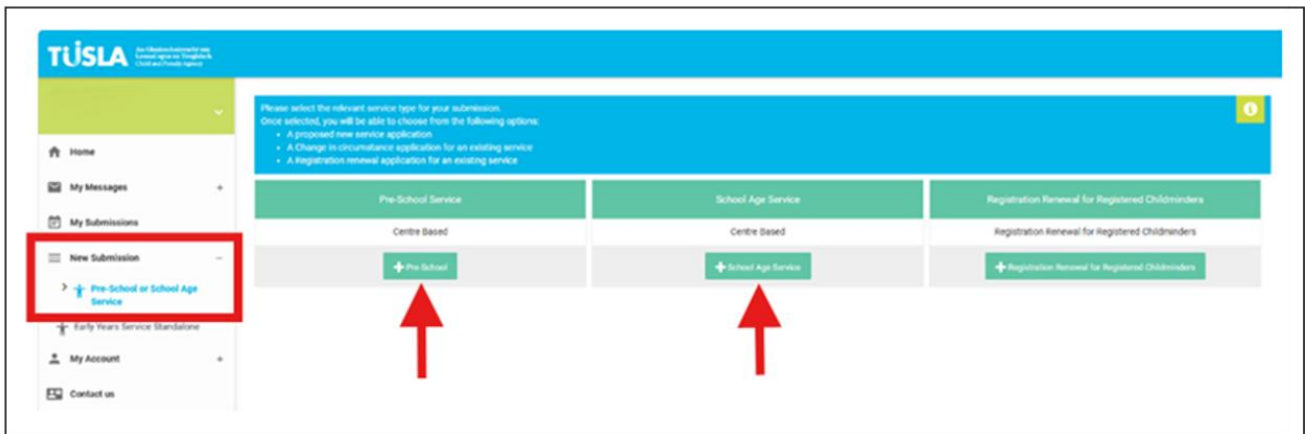
[Logging on to the Portal guide](#)

Navigating the Portal

As the applicant progresses through the application form, certain fields will display with an '**' beside the field, indicating that the information requested is mandatory in order to proceed to the next step. Please note that the tabs must be completed in the sequence that they appear. This is achieved by selecting 'Next Step' when ready to progress to continue or by selecting 'Back' to return to previous tab. A progress bar, displayed as a percentage will indicate how far the applicant is through the process, once logged into the Tusla Portal.



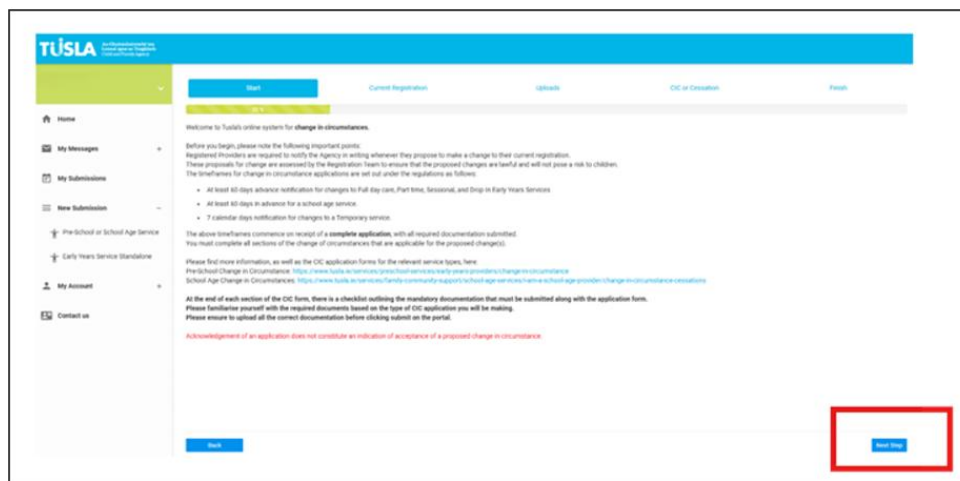
To create a change in circumstance or cessations application click on 'New Submission' as per the below image. Then select either Pre-School or School Age Service depending on which service the change is in relation to. Please note, applicants will have to complete this twice if the change request is relevant to both early years (EY) and school age childcare (SAC) services.



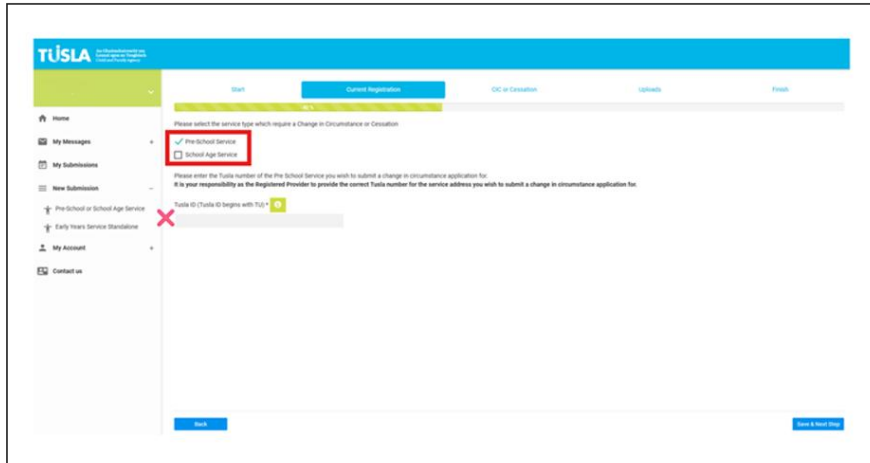
The CIC and Cessations options will be available for selection on the next screen as illustrated in the example below. After selecting the tab titled 'I am already registered, and I want to submit a Change in Circumstance or Cessation of Service' you will be directed to the commencement of the application process.



At the start of the application, a prompt will appear to select 'Next Step' once the information on the screen has been reviewed and the applicant is ready to proceed.



The image below illustrates that either 'Pre School' or 'School Age' must be selected. Please note that only one option may be chosen at any given time. If a Change in Circumstance is required for both Early Years and School Age Care services, two separate Tusla Portal submissions will be required. In addition, the Tusla number corresponding to the service to which the proposed change relates to, must be entered.



Regarding your service’s Tusla number, this number will follow a format similar to the example below;

TU2015KY321 for an EY service and **TU2019KY321SA** for a SAC service.

The Tusla number format contains the prefix TU, the year of initial registration, county acronym (for example for Limerick services – LK, Tipperary – TY and Mayo – MO), followed by three digits. SAC services will include the letters ‘SA’ at the end.

Each Tusla number is specific to the individual service located at its registered address. This number can be found on the Tusla certificate of registration issued to the service.

To ensure timely assistance, it is advisable to have the Tusla registration number available when communicating directly with the allocated application assessment officer. The Tusla registration number can be located on Tulsa’s National Register of Services accessible on the Tusla website. Links provided below:

EY services register:

<https://www.tusla.ie/services/preschool-services/general-information/register-of-early-years-services-by-county/>

SAC services register:

<https://www.tusla.ie/services/family-community-support/school-age-services/i-am-a-parent-guardian/>

The next step in the process is to choose change request(s) or cessation of service, as illustrated below. Please note, if you wish to cease operation of a service, this must be specified within the CIC form.

Please remember that only hand signed or electronic signatures from the registered provider(s) will be accepted.

The screenshot shows the TUSLA online portal interface. At the top, there's a navigation bar with 'Start', 'Current Registration', 'CIC or Cessation' (highlighted), 'Uploads', and 'Finish'. A progress bar below it shows the current step. On the left, there's a sidebar menu with options like Home, My Messages, My Submissions, New Submission, Pre-School or School Age Service, Early Years Service Standalone, My Account, and Contact us. The main content area is titled 'CIC' and contains a list of checkboxes for various changes: Cessation of Service, Change of Service Name, Change in Service Address, Change in Registered Provider, Change in Legal Name of Company, Change of Person in Charge, Change in Number of Children that Can be Accommodated, Change in Age Profile of Children, Change in Service Type, Addition of a Session (Seasonal Service Only), Change in Hours of Operation, Change in Phone Number of the Service, Change in Mobile Number of the Service, Change in Mobile Number of Registered Provider, and Change of Email Address. Below the list, there's a note: 'Please complete and upload the attached Change in Circumstance (CIC) form available to download in the link below and all relevant required supporting documentation on the next page.' Links for 'Pre-school Change in Circumstance Form' and 'School Age Change in Circumstance Form' are provided. 'Back' and 'Next Step' buttons are at the bottom.

Steps to Consider when Completing the Declaration Form:

Declaration	
<p>I declare that all the information given on this notification form is true to the best of my knowledge and belief. I understand that the changes requested are not authorised until confirmed so by the Child and Family Agency and should not be implemented until then. I understand that the Agency may commence enforcement actions following identification of unauthorised changes to early years settings.</p>	
<p>Registered provider(s) name:</p>	<p>Click or tap here to enter text. Click or tap here to enter text.</p>
<p>Registered provider(s) signature: <i>Must be handwritten or digital signature (typed signatures will not be accepted)</i></p>	
<p>Date:</p>	<p>Click or tap here to enter date.</p>

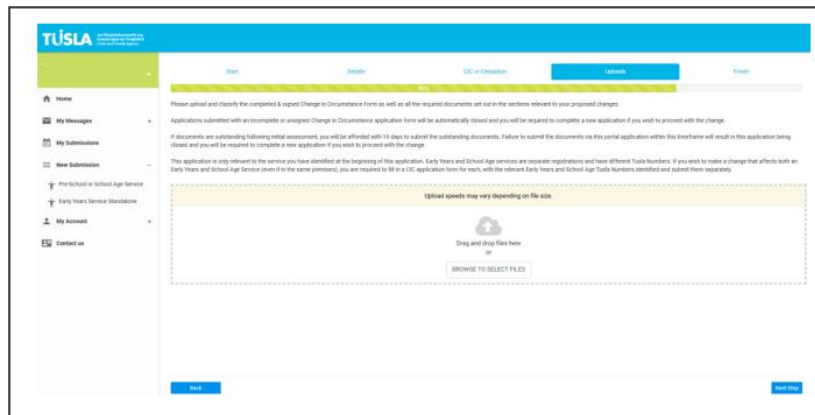
Please ensure the application form is signed by the registered provider(s) and all mandatory documentation is submitted for this application to be assessed.

- The declaration form is a requirement for all application types including cessations, Early Years and School Age.
- The declaration must be either hand signed or electronically signed by the registered provider(s).
- Typed signatures will not be accepted.
- Unsigned declarations will not be accepted and will result in the application being immediately closed as incomplete by the CIC team.
- The declaration section is located on the last page of the form.

Uploading Documentation

Depending on the type of change request, there may be several documents required for submission. This specific documentation is indicated within their CIC form under each section for the various change request(s).

Documents may be uploaded by either selecting and moving the document and dropping it into the designated upload area on the screen, or by selecting 'Browse to select files here' which allows the user to locate and upload the required files(s) from their computer. The below illustration demonstrates this.

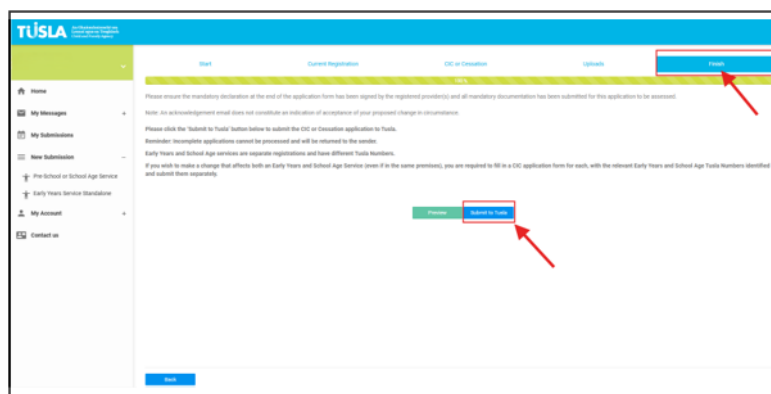


The screen will reflect the document(s) uploaded to the Portal submission once the upload is complete.

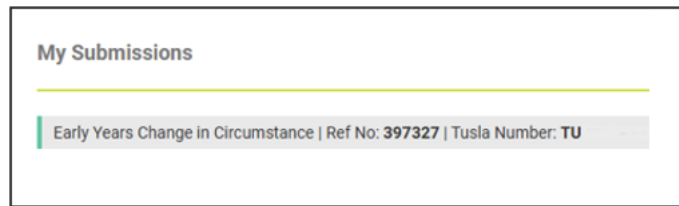
A 'Classification' option is provided next to each document type. Documents should be classified appropriately to facilitate efficient assessment of the application. Please classify documents accordingly for ease of assessment of your application. Example: an insurance document should be classified as 'Insurance'.

Where possible, each document type should be uploaded as a single file and classified individually. This will enable the CIC team to assess the application more efficiently. Where this is not possible and a file has more than one document, please choose the classification status 'This file contains more than one document'.

Once all documentation has been uploaded, the process will advance to the final stage by selecting 'Next Step'. This will lead to the completion page, where 'Submit to Tusla' must be selected to complete the application.



A unique reference number will then be assigned to the application, as illustrated in the example below:



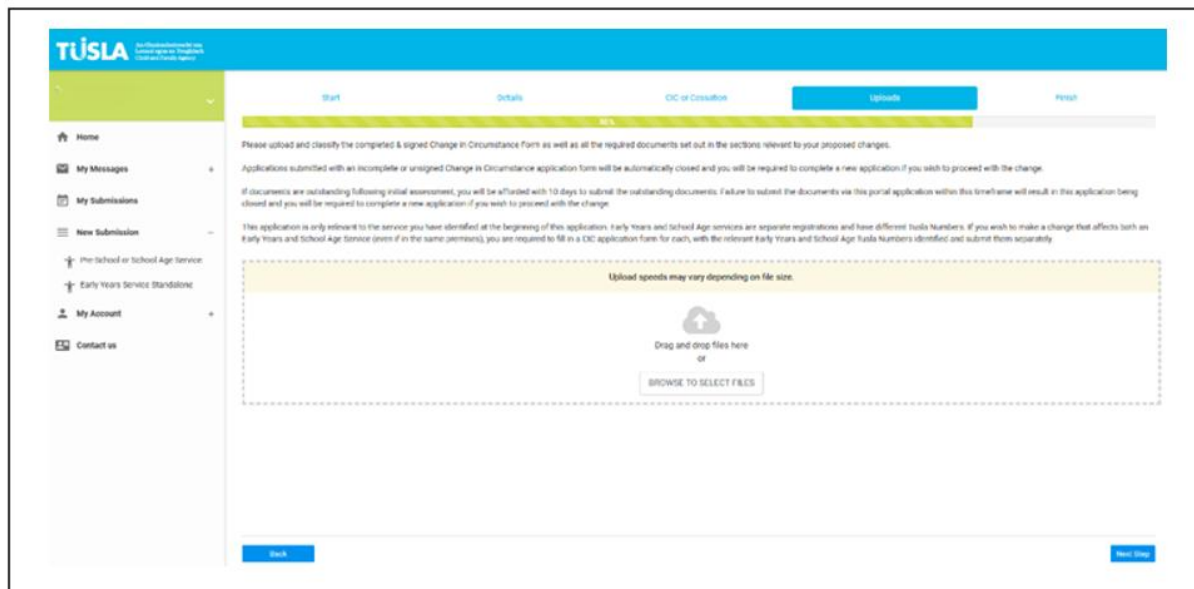
Uploading Additional Documentation

If the application status is marked as *'Received but requires documents'*, a period of ten-working day timeframe will be provided to submit the additional documentation necessary to progress the application. The additional documentation required will be communicated by a member of the CIC team through the Tusla Portal. Updates regarding the status of the CIC application will be issued via email.

Please see the below with reference to this:



To upload additional documentation, the above steps outlined in the 'Uploads' section of the application should be followed. See below for further guidance:



Available Resources to Support Completion of an Application

[Garda Vetting](#)

[Declaration Form – Change of Registered Provider
\(No Sale of Service\)](#)

[Quality and Regulatory Framework \(QRF\)](#)

Question & Answer Documents

[Pre-School- Frequently asked Questions](#)

[School Age- Frequently asked Questions](#)