



Step by Step Quick Guide to Submitting a Change in Circumstance (CIC) or a Cessation of Service Application

Please follow the steps below.

Step 1: Access your Tusla Portal Account

- i. Click on the link here: [Tusla Portal](#)
- ii. Insert your email address and password and click next. If you cannot remember your password, click on 'forgot password' and reset the password.
- iii. A six-digit code will be sent to your mobile phone. This will allow you access to your Tusla Portal account.

Step 2: On the Homepage, choose 'New submission' and Select Either Pre-School or School Age Service

- i. Click on 'I am already registered, and I want to submit a Change in Circumstance or Cessation of Service'.
- ii. Read the information on the welcome page and click 'next step'.
- iii. Select either 'Pre School' or 'School Age' depending on what service type the change or cessation is for.
- iv. Insert the Tusla registration number for the service that the application is for.

Step 3: Uploading Documents

- i. Drag and drop file/files or click browse to select the documentation relevant to your proposed change in circumstance or cessation of service application.
- ii. The necessary documentation per each change request is outlined under the relevant section on the form.
- iii. The declaration must be either hand signed or electronically signed by the current registered provider(s) and is a required document for all application types.
- iv. Classify each document using the correct filter in the drop down.
- v. Select 'Next Step'.

Step 4: Submit to Tusla

- i. When the application has been completed, please check that all the necessary fields are completed and all submitted documents are classified before clicking on 'Submit to Tusla'.
- ii. When the submission has been made, a confirmation email will issue advising that the submission has been received, and a unique Tusla reference number will issue to

you. Please take note of this reference number and quote to the Change in Circumstances team if assistance is required.

Step 5: Application Finalisation

Once the completed application has been submitted through the Tusla Portal, a member of the team will review the application and contact you via the Tusla Portal. Only full and complete applications with the correct supporting documentation will be processed. The application will be assigned to a dedicated assessment officer who will support you through the process.

Note: If you wish to make a change to both an Early Years and School Age service, or if you wish to cease operating both an Early Years and School Age service, two separate CIC or cessations applications will be required.