

# Request a Counterpart Stamp Certificate on ROS

Document updated June 2025

You can request a Counterpart stamp certificate:

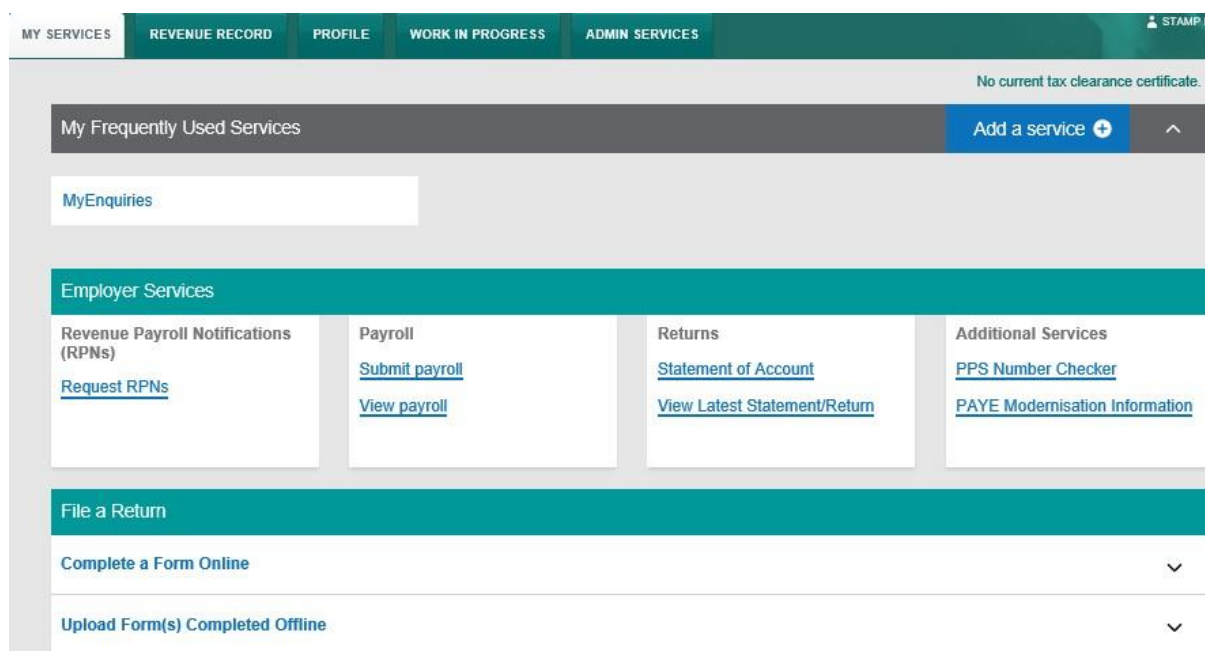
- (a) at the time of completing the Stamp Duty return on ROS (on the **Request Counterparts Screen**), or
- (b) after the Stamp Duty return has been filed.

To request a Counterpart Stamp Certificate after the Stamp Duty return has been filed, you should follow the instructions set out below.

**Step 1:** Log into ROS

**Step 2:** From the **My Services** menu **File a Return** section:

- click **Complete a Form Online**,



The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

- select Tax Type **Stamp Duty**,

The screenshot shows the 'File a Return' section of a web application. Under the 'Complete a Form Online' heading, there is a text prompt: 'Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.' Below this, a dropdown menu is open, showing a list of tax types: 'Stamp Duty', 'PAYE-Emp', 'Income Tax', 'C&E', 'CAT', 'Stamp Duty' (highlighted), and 'Excise Licence'. To the right of the dropdown is a 'Select a type...' input field. Other options like 'Offline' and 'Manage Bank Accounts' are visible below the main list.

- select Return Type **Number of Counterparts**,

This screenshot shows the 'File a Return' section with the 'Upload Form(s) Completed Online' dropdown menu open. The menu lists several options: 'Stamp Duty Return', 'Amend Stamp Duty Ret', 'Declare Clawback', and 'Number of Counterparts' (highlighted). The 'Stamp Duty' dropdown from the previous step is still visible on the left.

- click **File Return**.

The screenshot displays two sections. The top section, 'Employer Services', contains four columns of links: 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with 'Statement of Account' and 'View Latest Statement/Return' links; and 'Additional Services' with 'PPS Number Checker' and 'PAYE Modernisation Information' links. The bottom section, 'File a Return', shows the 'Complete a Form Online' heading with the same text prompt as before. It now features two dropdown menus: 'Stamp Duty' and 'Number of Counterparts'. A blue 'File Return' button with a right-pointing arrow is positioned to the right of these dropdowns.

**Step 3:** Enter the Document ID number in the field provided and click **Search**.

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Revenue  
Cáin agus Cúistiam na hÉireann  
Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

**Stamp Duty** STAMP DUTY TEST STAMP DUTY TEST - 6500661UA

**Form Help**  
\* Denotes a Required Field  
Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

**Search for a Filed Document**

Document ID

Cancel Clear Search

[Terms & Conditions](#) | [Privacy](#)

**Step 4:** At the bottom of the **Summary & Calculation Screen** click **Number of Counterparts**.

Summary and Calculation ...

Duty € 10,000.00

**Duty Reliefs / Exemptions**

First Time Buyer (S92B SDCA 1999) € (10,000.00)

Duty Payable € 0.00

**Return Summary**

**Document**

Duty € 0.00 € 0.00

Total Penalties € 0.00

Total Liability € 0.00

Return Liability € 0.00

**Credits**

Total Credits € (0.00)

Balance Outstanding € 0.00

Payment Due Date 15/12/2007

List All Details Number of Counterparts

Back Print Cancel

[ROS Help](#) | [Exit](#) | [Accessibility](#)  
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#)


[https://roswebcss-sys173/ros-common-services/estamping.html?\\_flowExecutionKey=\\_cE034...](https://roswebcss-sys173/ros-common-services/estamping.html?_flowExecutionKey=_cE034...)

**Step 5:** Enter the number of Counterpart Stamp Certificates required and press **Continue**.

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**Stamp Duty** MR TEST TEST - 11410210A

**Form Help**

 \* Denotes a Required Field

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

**Modify Number of Counterparts**

**Document ID**

The number of Counterparts currently filed is \* displayed below. If you wish to amend this number please enter the total Number of Counterparts required:

[ROS Help](#) | [Exit](#) | [Accessibility](#)  
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#)  
[Eolas as Gaeilge](#)

The **Summary & Calculation Screen** will display and show the Counterpart Document ID and the Counterpart Duty payable.

Summary and Calculation ...

Chargeable Consideration

Consideration	€ 250,000.00
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Duty

Duty	€ 10,000.00
<b>Duty Reliefs / Exemptions</b>	
First Time Buyer (S92B SDCA 1999)	€ (10,000.00)
Duty Payable	€ 0.00

Counterpart

Counterpart Document ID	
Counterpart Duty	€ 0.00

Return Summary

<b>Document</b>		
Duty	€ 0.00	€ 0.00
Total Penalties	€ 0.00	
Total Liability		€ 0.00
Return Liability		€ 0.00

Credits

Total Credits	€ (0.00)
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**Step 6:** If all is in order, click **Continue to Submit** at the end of the **Summary & Calculation Screen** and then continue to **Sign & Submit**.

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The screenshot shows a web browser window with the URL [https://roswebcss-sys173/ros-common-services/estamping.html?\\_flowExecutionKey=\\_cE034...](https://roswebcss-sys173/ros-common-services/estamping.html?_flowExecutionKey=_cE034...). The page title is "Summary and Calculation ...". The browser's address bar shows a "Certificate error" warning. The page content is organized into several sections:

- Duty Payable**: € 0.00
- Counterpart**:
  - Counterpart Document ID
  - Counterpart Duty: € 0.00
- Return Summary**:
  - Document**:
    - Duty: € 0.00
    - Total Penalties: € 0.00
    - Total Liability: € 0.00
  - Return Liability: € 0.00
- Credits**:
  - Total Credits: € (0.00)
- Balance Outstanding**: € 0.00
- Payment Due Date**: 15/12/2007

At the bottom of the form, there are four buttons: "Back", "Print", "Cancel", and "Continue to Submit". Below the buttons, there are links for "ROS Help | Exit | Accessibility", "Terms & Conditions", "Privacy Policy", "Certificate Policy Statement", and "Certification Practice Statement".

Details of the request will display in your ROS inbox. You must contact the [National Stamp Duty Office](#) in order to release the Stamp Certificate. Once released the Counterpart Certificate will issue to your ROS inbox. You will receive a Stamp Certificate for each Counterpart.

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