

Application Form for a Driving Licence



National Driver Licence Service
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

Part 1: Personal Details (See Part 1 of accompanying guidance notes)

1. Have you previously held a learner permit and/or driving licence in Ireland? Yes ☐ No ☐

If yes, which one? ☐ Learner Permit ☐ Driving Licence

Driver number (if known)

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(You will find this on Field 5 of the paper licence or Field 4d on a plastic card licence.)

2. Title Mr Mrs Miss Ms Other (please specify)

Name to appear on the licence

- 3.** First name(s) _____

4. Surname

As it appears on your birth certificate

5. First name

- 6.** If your surname has changed since your last licence issued please indicate the reason

Marriage ☐ Deed Poll ☐ Use of Irish name ☐ Divorce/Separation ☐

Previous names

7. Address 1

Address 2

Town/City

County

Postcode

- 8.** Date of birth / /
Day Month Year
- 9.** Gender Male ☐ Female ☐

- ## 10. PPSN

If born in Republic of Ireland, please state County. If born abroad, please state country

- 11. Place of birth**

- 12.** Mobile no. _____

Landline

Email address

- 13. Preferred method of communication**
(other channels of communication may be used in certain circumstances)
- Email ☐ SMS ☐ Post ☐ Landline ☐ Mobile phone ☐

Part 2: Licence Details (See Part 2 of accompanying guidance notes)

- 14. Application type:** First time ☐ Renewal ☐ Exchange ☐ Replacement ☐

If replacement, please specify the reason:

Add/remove categories ☐ Personal detail change ☐ Lost/stolen ☐ Damaged ☐

Other (please specify)

- 15.** If your licence was lost or stolen or damaged please sign the declaration below and get the declaration witnessed and stamped at your local Garda Station.

I declare my licence lost/stolen/damaged (circle as appropriate)

Signature of Applicant

I certify that the applicant has declared his/her licence lost/stolen/damaged.

Name of Garda

Signature of Garda

GARDA DECLARATION

Garda Station Stamp

- 16. Licence category required:**

- 17.** On receipt of this driving licence, will you also hold a valid driving licence from any other country? Yes ☐ No ☐

If 'Yes',
which country?

[illegible]

Part 3: Exchanging a Licence (See Part 3 of accompanying guidance notes)

18. Do you currently hold a driving licence issued by another country? Yes ☐ No ☐

If 'Yes', please provide details below:

Issuing country

Driving licence no.

19. Has the licence you are exchanging for an Irish licence been obtained on foot of an exchange of another licence from another country? Yes ☐ No ☐

If 'Yes', please state the country where the original licence was obtained:

[illegible]

- 20.** I took up normal residence in Ireland on Day Month Year

Part 4: Organ Donation (See Part 4 of accompanying guidance notes)

- 21.** Place an X in the box provided if you would like code 115 to appear on your licence indicating your wish to become an organ donor.

Part 5: Driver Fitness (See Part 5 of accompanying guidance notes)

22. Do you need to wear glasses or lenses for driving? Yes ☐ No ☐
(If yes Code 01 will be added to your licence)

If in the past you answered 'Yes' to this question and are now answering 'No' you must provide a current eyesight report with your application.

Health and Fitness

Have you ever had, or do you currently suffer from, any of the following conditions?

23. Diabetes treated by insulin and/or sulphonylurea tablets. Ask your doctor whether you are on these or not. No need to tell us if managed by other tablets and/or diet. Yes ☐ No ☐
24. Epilepsy Yes ☐ No ☐
25. Stroke or TIAs¹ with any associated symptoms lasting longer than one month Yes ☐ No ☐
26. Fits or blackouts Yes ☐ No ☐
27. Any type of brain surgery, brain abscess or severe head injury involving in-patient treatment or brain tumour or spinal injury or spinal tumour Yes ☐ No ☐
28. An implanted cardiac pacemaker Yes ☐ No ☐
29. An implanted cardiac defibrillator (ICD)² Yes ☐ No ☐
30. Repeated attacks of sudden disabling dizziness Yes ☐ No ☐
31. Any other chronic neurological condition such as multiple sclerosis, motor neurone disease, Parkinson's disease and Huntington's disease Yes ☐ No ☐

32. Persistent alcohol misuse or dependency Yes ☐ No ☐
33. Persistent drug misuse or dependency Yes ☐ No ☐
34. Serious psychiatric illness or mental health problems Yes ☐ No ☐
35. Parkinson's disease Yes ☐ No ☐
36. Sleep Apnoea syndrome Yes ☐ No ☐
37. Narcolepsy Yes ☐ No ☐
38. Any condition affecting your peripheral vision Yes ☐ No ☐
39. Total loss of sight in one eye Yes ☐ No ☐
40. Any condition affecting both eyes, or the remaining eye if you only have one eye (not including colour blindness or short or long sight) Yes ☐ No ☐
41. A serious hearing deficiency which has worsened since your last application/renewal Yes ☐ No ☐
42. Any persisting problem with arm(s) or leg(s) which needs driving to be restricted to certain types of vehicle or those with adapted controls* Yes ☐ No ☐
43. Severe learning disability³ Yes ☐ No ☐
44. (a) Is your vehicle adapted because of a physical disability to enable you to drive? Yes ☐ No ☐

(b) Has there been any deterioration in the disability since you last applied for a driving licence or a learner permit? Yes ☐ No ☐

If you answered 'Yes' to any of the above questions 23 to 43 or 44(b), you will be required to submit a current medical report with your application.

¹A transient ischemic attack (TIA) is an event with stroke symptoms that lasts less than 24 hours before disappearing (sometimes called a mini-stroke). While TIAs generally do not cause permanent brain damage, they are a serious warning sign of stroke.

²An Implantable Cardioverter Defibrillator (ICD) is an electronic device which monitors your heart continuously. The ICD is programmed to detect abnormally fast or slow heart rhythms.

³If in doubt, please consult your family doctor. *which has worsened since your last application/renewal.

Part 6: Declaration by Applicant (See Part 6 of accompanying guidance notes)

45. I hereby declare that:

Ireland is my normal place of residence. I am not currently disqualified from holding a learner permit or driving licence. The address given is my normal residence. The accompanying supporting documents relate to me. The information I have given in this application is correct.

THIS DECLARATION MUST BE SIGNED BY THE PERSON TO WHOM THE LICENCE IS TO BE ISSUED

Applicant's signature

(Please keep signature within the box)

Day

Month

Year

How to apply

You must apply in person at any one of the new NDLS centres nationwide. Before attending the centre, please read the list of supporting documents required to complete your application. You will not need to provide photographs as your photograph will be captured in the centre. You will also be asked to provide your signature at the time of photograph capture. These will then appear on your licence. The centres will be open from 9am to 5pm each day Monday to Friday inclusive, and will remain open through lunch times. They will also open from 9am to 2pm on Saturdays. Any future change of opening hours will be communicated on www.ndls.ie

Identity validation

You will need to bring certain documents with you in order to confirm you are the person that is applying for the licence. This is an important requirement as it will increase the security of your licence and reduce the risk of fraud. This is not intended to inconvenience customers but rather to improve the service for all drivers and to comply with EU Directives and best international practice. All customers must be 'normally resident' in Ireland and will be required to provide documents in support of their application to confirm their residency entitlement, identity, address and PPSN.

A full list of the types of documents that can be used in each category is available on page 4 of the accompanying guidance notes and on www.ndls.ie. We would strongly advise you to review this list before visiting an NDLS centre as not having the right documents with you will lead to a delay with your application. Any documents you bring with you must be originals – photocopies will not be accepted. Identity documents may be retained by the National Driver Licence Service to enable the processing of the application. Should the Verification Officer in the NDLS centre retain any documents a receipt will be issued and the documents will be returned when the application is processed.

Remember that the documents required to confirm your identity are in addition to any other documents that might be required as part of your application, for example, an eyesight report or medical report, a Certificate of Competency (driving test pass certificate) or a Theory Test Certificate. If you already have a licence or learner permit and are simply renewing it, bring this with you too.

Locations

The locations of all of the NDLS centres are included on page 4 of the accompanying guidance notes and are also available on www.ndls.ie

Postal applications

Postal applications will be accepted by the National Driver Licence Service from early 2014. This will only apply if you have already had an application for a driving licence and/or learner permit accepted by an NDLS centre on or after 29 October 2013 and had your identity validated at the time.

If submitting a postal application to renew or replace your licence and your image on your licence is more than five years old or you wish to submit alternative photographs, you may do so. The photographs must meet the quality requirements set out on www.ndls.ie

The address for postal applications is:
National Driver Licence Service
PO Box 858
Southside Delivery Office
Cork
Ireland

Office
Use
Only

Fees and payment

The fees for the driving licence are set out below:

Type of Licence	Cost
Ten year licence (or period greater than three years)	€55
Three year licence (issued on age and medical grounds)	€35
One year licence (issued on medical grounds)	€25
Adding a new licence category to an existing car licence	€35
To exchange a foreign licence	€55
To replace a licence exchanged abroad	€35
Change of personal details	No fee
Licence for over 70s	No fee

The National Driver Licence Service will accept the following payment methods with your application:

- Cash (where you attend in person at the NDLS centre)
- Cheque
- Bank draft
- Money order
- Debit card / credit card / prepaid credit card

The NDLS will only accept one method of payment for each application. The NDLS will only accept one payment for one application – a single payment for multiple applications will not be accepted.

Cheque, bank drafts or money orders must be made payable to 'National Driver Licence Service (NDLS)'. For applications paid for by cheque, please note that those applications will be placed on hold until the cheque clears.

The NDLS will process debit and credit card payments in accordance with the Payment Card Industry (PCI) rules. If you wish to use a third party debit or credit card for payment, then the third party must be present in person to make the payment.

For security reasons, cash should not be included with postal applications, nor should debit or credit card details.

Further information

For further information please refer to www.ndls.ie For further support you may email info@ndls.ie or call Customer Services at 0761-087-880

Checklist for your application

Most applications for driving licences fall into one of the six examples below. In all cases please submit a fully completed NDLS 'Application Form for a Driving Licence' and the correct fee. For more information please see the Guidance Notes in the 'Forms' section on www.ndls.ie

I have just passed my driving test and am applying for my first driving licence so I must submit:

- A Certificate of Competency
- My current/most recent Learner Permit
- Evidence of PPSN*
- A completed NDLS Medical Report Form if required in my case
- If the address on my application form is different to that on my current Learner Permit I will need to provide evidence of address*

My licence was lost/stolen and I am applying for a replacement so I must submit:

- A completed Lost Licence Declaration (see question 15 of the Application Form)
- Photographic I.D.*
- Evidence of PPSN*
- A completed NDLS Medical Report Form if required in my case
- If the address on my application form is different to that on my lost/stolen licence I will need to provide evidence of address*

I want to add a category to my licence so I must submit:

- My current/most recent full licence
- My current Learner Permit
- A Certificate of Competency
- Evidence of PPSN*
- A completed NDLS Medical Report Form if required in my case
- CPC if required in my case
- IBT if required in my case
- If the address on my application form is different to that on my current licence I will need to provide evidence of address*

I am renewing my licence so I must submit:

- My current/most recent full licence
- Evidence of PPSN*
- A completed NDLS Medical Report Form if required in my case
- If the address on my application form is different to that on my current licence I will need to provide evidence of address*

I am exchanging my licence from another EU or recognised country so I must submit:

- My current full licence
- Photographic I.D.*
- Evidence of address*
- Evidence of PPSN*
- A completed NDLS Medical Report Form if required in my case
- A completed NDLS Eyesight Report Form if exchanging a non EU licence
- Evidence of residency entitlement*
- If the address on my application form is different to that on my current licence I will need to provide evidence of address*
- Letter of Entitlement if required in my case

I am renewing my licence and changing my name so I must submit:

- My current/most recent full licence
- Evidence of PPSN*
- Proof of address* if address is changing
- Evidence of name change eg. Marriage or Civil Partnership certificate
- Evidence of Divorce or separation
- Evidence of enrolled deed poll

* See overleaf for a list of accepted documentation to meet this requirement.

Please bring one item from each of the four lists below:

Photographic I.D.

- Irish Passport
- Current Passport for all non-Irish citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current UK photo driving licence
- Current Public Services Card
- Current Irish Travel Document

Evidence of PPSN

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Social Protection showing PPSN
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of Social Welfare Payment
- Medical Card / Drug Payment Scheme (DPS) Card
- Payslip or P60/P45

Evidence of residency entitlement

- Irish/UK Long-form Birth Certificate or Adoption Certificate
- Certificate of entry in the Irish Register of Foreign Births
- Irish Passport
- Current Passport for all EU/EEA/Swiss Citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current Certificate of Registration (GNIB card) for non-EU/EEA/Swiss Citizens.

Evidence of address

(document can be no more than 6 months old at date of application and must match address on application form)

- Utility Bill (i.e. from your electricity/phone/gas/cable television/broadband provider). Printed online utility bills are accepted. Mobile phone bills are not accepted
- Correspondence from an insurance company regarding an insurance policy
- Statement from Bank/Building Society/Credit Union (Statements from Store cards/catalogue companies are not accepted)
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency

NB: In some instances the same document could satisfy more than one requirement. e.g. an Irish/EU passport is adequate as photo ID & evidence of normal residency; a letter to you from Revenue showing your PPSN could be used as both evidence of your address & evidence of your PPSN.

For further information visit [NDLS.ie](https://www.ndls.ie)

NDLS Centres

Carlow Unit 7, First Floor, Graigue Village Centre, Graiguecullen, Carlow

Cavan Unit 5, Cavan Shopping Centre, Main Street, Cavan

Clare Unit 4, Ennis Shopping Centre, Ennis

Cork Commercial Unit 1, Copley Hall, Cotter's Street, off Copley Street, Cork

Cork First Floor, Cork Co-operative Marts, Marsh Road, Skibbereen

Donegal Eurohouse, Killybegs Road, Donegal

Donegal Unit 7, O'Boyce's Corner, Port Road, Letterkenny

Dublin Unit 9, Leopardstown Shopping Centre, Ballyogan Road, Dublin 18

Dublin Unit H Own Door Offices, Citywest Shopping Centre, Citywest

Dublin Unit 236, Omni Park Shopping Centre, Swords Road, Santry

Galway 2nd Floor, Block 1, Cityeast, Ballybrit Business Park

Galway Clifden (part-time), Station House Hotel

Kerry Mezzanine Unit, Manor West Shopping Centre, Tralee

Kildare 5B Elm House, Millennium Park, Naas

Kilkenny Unit 2E, First Floor, Cillin Hill Centre, Dublin Road, Kilkenny

Laois Unit 29A, Laois Shopping Centre, Portlaoise

Leitrim Unit 7, Bridge Lane, Carrick-on-Shannon

Limerick Unit 29, Parkway Shopping Centre, Dublin Road, Limerick

Longford Suite 3, Business Centre, Longford Shopping Centre, Longford

Louth Ground Floor Unit 3, Southgate Shopping Centre, Dublin Road, Drogheda

Mayo New Antrim Street, Castlebar

Mayo Belmullet (part-time), Broadhaven Bay Hotel

Meath Unit 3 Finnigans Way, Emmet Street, Trim

Monaghan Office 2, First Floor, Teach O'Cleircin, Old Cross Square, Monaghan

Offaly Room 201, Down Suite, Castle Buildings, Tara Street, Tullamore

Roscommon Unit 1, Racecourse Business Park, Roscommon

Sligo Ground Floor Millennium House, Stephen Street, Sligo

Tipperary Suite 5A, Second Floor, Powerstown House, Clonmel

Tipperary 10 Silver Street, Nenagh

Waterford Waterford Shopping Centre, Lisduggan, Waterford

Westmeath Golden Island Shopping Centre, Athlone

Westmeath Unit 1A, Mullingar Shopping Centre, Ashe Road, Mullingar

Wexford 7a The Square, Redmond Square, Wexford

Wicklow Unit C16, Wicklow Enterprise Centre, The Murrough, Wicklow