

# Guidance notes for the completion of your Learner Permit Application Form

## Part 1: Personal Details

1. If you previously held a learner permit or driving licence in Ireland you must supply the driver number (this can be found at 4d on the plastic licence or 5 on the paper licence).
2. Select as appropriate.
3. This is the first name that will appear on your learner permit. This name must exactly match the photographic I.D. (see list 1 on page 4 of these notes).
4. This is the surname that will appear on your learner permit. This name must exactly match the photographic I.D. (list 1 on page 4 of these notes) provided.
5. Please insert name exactly as it appears on your birth certificate.
6. If your surname has changed since your last learner permit was issued you must indicate the reason why and provide supporting documentation (e.g. marriage certificate, divorce/separation confirmation, deed poll enrolled in the high court). Original documents are required. For further details refer to [www.ndls.ie](http://www.ndls.ie).
7. Your address should be the place where you normally reside; for a student this generally means the family home. The address on the application form must exactly match the evidence of address provided which can be no more than 6 months old at date of application. Please see list 2 on page 4. Please note that student accommodation, business addresses or care of addresses are unacceptable. The name on the proof of address document must exactly match the name on the application form.
8. Your date of birth on the application form must match your photographic I.D. and/or birth certificate.
9. Select as appropriate.
10. PPS number is a Personal Public Service number, which is a unique identifier that helps you access state benefits, PPS number is mandatory and must be completed. Proof of PPS number must be provided (see list 1). If you do not have a PPS number or are unable to trace it please contact the Department of Employment Affairs and Social Protection on 1890 927 999.  
Where a customer has applied to the NDLS and has been issued with a licence since 29 October 2013, there is no requirement to present evidence of PPS number again. If your PPS number has changed then evidence must be provided.
11. If born in Ireland, please state county. If born outside of Ireland, please state country.
12. Please enter you contact details. Please note Irish mobile number only are accepted. We will not give your information to any third party in accordance with the law.

## Part 2: Learner Permit Details

- 13(a). Select as appropriate. Refer to learner permit checklist for documentation required to accompany each application.
- 13(b). This only relates to EU licence holders who may have to undergo a test or training to have a disqualification removed after completing their term of disqualification.  
Where disqualified in an EU country with a condition that you must pass a driving test/complete driver training, then you can apply for a learner permit.  
You must provide a Driver Statement from the Foreign Licence Authority and the foreign licence if held. You must complete the driving test/driver training within two months. You can then apply for exchange of the foreign licence by providing the cert of competency/driver training certificate.  
Where disqualified in an EU country with a condition that you pass psychological tests, then you can apply for an exchange of a driving licence and must provide a medical report.
14. Please select the appropriate categories. A table of categories including a description, minimum age and other conditions for holding a licence can be found on [www.ndls.ie](http://www.ndls.ie).  
Please note: An applicant can only be provided with licence categories for which they have an entitlement.
15. Insert details of any driving licence issued by another country.
16. If your current or most recent issued driving licence or learner permit has been lost/stolen you must complete the garda declaration and have it stamped at your local garda station.

## Part 3: Organ Donation

17. If you wish to donate your organs you can record this on your learner permit. The permit will contain a code that will make medical professionals aware of your intention. However, in keeping with current legal position, your next of kin will be consulted in the event of any decision of this nature.

## Part 4: Driver Fitness (all mandatory fields)

18. A driving licence eyesight report must accompany all first time applications for a learner permit. The code 01 will be added to your learner permit if you are required to wear glasses or lenses for driving. If on a previous permit you answered yes to this question and are now answering no a current eyesight report (dated within one month of application) must accompany your application in order to remove the restriction. An eyesight report is not required where a medical report is provided unless indicated by the doctor.

19-39 and 40C.

If you answer yes to any of these questions a current medical form will be required which must be dated within one month of the date of application.

Every driver over the age of 70 (or who's existing licence expires on the eve of their 70th birthday) applying for a learner permit must provide a driving licence medical report from a doctor.

Every group 2 (bus, truck and articulated vehicle) learner permit application must include a driving licence medical report from a doctor (unless one has been already submitted that covers the full period of the permit or licence and covers the group 2 categories).

### Part 5: Declaration by applicant

41. By signing this declaration you are confirming that all the information given is true and accurate, giving false information is an offence under the Road Traffic Acts and penalties apply.

### Fees and payment

The fee for all learner permits is €35. Learner permits for the over 70s are free, but where the learner permit has been lost/stolen or damaged the fee is €35. Change of personal details are free.

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

### General Information

A learner permit is issued to drivers who are learning to drive in Ireland.

You may not apply for a learner permit in respect of that category if you already hold a full driving licence in a category which was issued by the competent authority in a member state of the European Union or the European Economic Area or from any of the "recognised states" for driving purposes. If you hold a licence from another EU/EEA country and wish to apply for a learner permit in a new category you must submit your driving licence for recording purposes.

### Residency Entitlement

To make an application for a driving licence or learner permit, you must be able to show that you are a national of the European Union, European Economic Area or Switzerland or have leave to remain in Ireland.

You may present your Irish driving licence or learner permit where your place of birth recorded on it is within the EU, EEA or Switzerland or a Public Services Card where your place of birth or nationality are recorded as within the EU, EEA or Switzerland.

Please see list 4 on page 4 of the application guidance notes for the full list of documents which can be accepted as evidence of residency entitlement.

### Period of Permit

A first and second learner permit usually last for two years each. If you are taking out a third or subsequent permit you must show documentary evidence of having taken and failed a driving test in the previous two years or hold an appointment for a forthcoming driving test. If you have taken a test you will be given a two year permit while if you hold a test date your permit will only last for one year. If your learner permit has expired for 5 years or more you must start the process afresh and will be considered a new applicant and must resit the theory test.

### Driver Theory Test

For a first application for a learner permit in a particular licence category you will have to take and pass a driver theory test. It is considered a first application if you have not held the category in the last five years. The various permit categories and relevant theory test (s) are set out in the table below. For more details please refer to [www.rsa.ie](http://www.rsa.ie)

Learner Permit category being applied for	Theory Test required
AM, A1, A2, A	AM
B, BE, W	BW
D, DE, D1, D1E	D*
C, CE, C1, C1E	C*

\*CPC is required for any drivers wishing to apply for a learner permit who are under 21 for the categories C and CE and under 24 for categories D and DE

### Driver Fitness and Medical Report Requirements

Drivers must meet a certain standard of medical fitness in order to drive safely. If your doctor advises you to stop driving it is then an offence to continue driving and it also affects your insurance cover. A higher standard of medical fitness is required for drivers of group 2 vehicles (buses, trucks and articulated vehicles) as opposed to drivers of group 1 vehicles (cars, motorcycles and work vehicles).

All medical report forms must be dated within one month of application.

Doctors must be registered on the General Register of Medical Practitioners of Ireland.

Driver licence medical and eyesight forms can be downloaded from [www.ndls.ie](http://www.ndls.ie) or you can get copies in your local NDLS centre.

For more information on medical standards for group 1 and group 2 drivers see '*Sláinte agus Tiomáint*' document on [www.rsa.ie](http://www.rsa.ie).

On a first application for a permit you must provide a driving licence eyesight report. An eyesight report is not required where a medical report is provided unless indicated by the doctor.

Where any question under Health and Fitness in part 4 (excluding 40(a) or 40(b)) of the application form is answered yes a medical is required.

On the basis of the information on your application form you may be asked to submit a medical report.

Some questions in part 4 of the application form may require advice from your doctor in order to be answered. The purpose of the questions is to ensure that you are aware of factors that affect your driving. In some cases having a particular condition may mean that you will be granted a permit for a shorter time period (e.g. one year instead of two).

### **Identity Validation**

All customers of the National Driver Licence Service are required to present in person to an NDLS centre where their photo and signature will be captured and their identity verified.

All new customers will be required to supply documents to verify their identity. The identity verification process require the customer satisfy four requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPS number and 4. Evidence of residency entitlement. Please note a Public Service Card in many circumstances will satisfy all four requirements.

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 returned when the application is processed. The documents which are accepted are outlined on list 1-4.

One item may serve to satisfy the requirements of 2 lists for example, a correspondence from Revenue can act as proof of address and proof of PPS number.

### **Important information when issued with learner permit and wish to sit a driving test**

If you are granted a learner permit for vehicles in category A, A2, A1, AM, W or B and have not held a learner permit in the previous five years, you must wait a period of six months before being able to sit a driving test. If you hold a full driving licence issued by a competent authority of another jurisdiction, in the same category as your learner permit, which shows that you have had an entitlement in that category for at least six months then you do not need to wait six months before sitting a driving test.

### **Essential Driving Training (EDT)**

Essential driving training (EDT) is a mandatory training course that teaches fundamental driving skills to learner car drivers. EDT is a course of 12 one-hour lessons taken with an approved driving instructor who will record your progress in a specially issued logbook. All drivers whose first learner permit was issued on or after the 4th April, 2011 or who have not held a learner permit in the previous five years prior to application are required to complete EDT before sitting the driving test. Learner permit holders who have a full driving licence in category B (car) for a minimum of two years from a country with whom Ireland does not have a licence exchange agreement may be eligible to apply for a shorter EDT programme. For more detailed information in relation to EDT please refer to [www.rsa.ie](http://www.rsa.ie).

### **Initial Basic Training (IBT) for Motorcyclists**

Initial Basic Training (IBT) is a mandatory training course that teaches basic riding skills to learner motorcyclists. You will have to complete a motorcycle IBT training course before you can take your bike on the road unsupervised. You can only take the IBT course with an approved trainer. All category A learner permit holders must complete IBT before driving on the road with the exception of those issued a category A learner permit prior to November 1989 and continue to hold that entitlement.

For more detailed information in relation to IBT please refer to [www.rsa.ie](http://www.rsa.ie)

### **Certificate of Professional Competency (CPC) – trucks and buses**

The minimum age for taking out a learner permit in categories, C, CE, D & DE depends on whether you take the CPC test for that licence category (A table of categories including a description, minimum age and other conditions for holding a learner permit can be found on [www.ndls.ie](http://www.ndls.ie)). If you are taking CPC you will have to take a CPC theory test and when taking your driving test there will be a special CPC stage to the test. For more detailed information in relation to CPC please refer to [www.rsa.ie](http://www.rsa.ie)

## Presenting a Public Services Card (PSC) at the NDLS centre will simplify your application process as the PSC will satisfy the following requirements:

- Photographic ID,
- Evidence of PPS number,
- Evidence of address (where your address is as provided to the Department of Employment Affairs and Social Protection DEASP),
- Evidence of residency entitlement (where your place of birth or nationality are within the European Union / European Economic Area/ Switzerland).

For information on how to obtain a Public Services Card, please visit [www.psc.gov.ie](http://www.psc.gov.ie) or get in touch with your local Department of Employment Affairs and Social Protection office.

### NDLS online service

From June 2018 if you have a Public Services Card (PSC) and have a verified MyGovID account you may be eligible to apply to renew your driving licence/permit online. Please visit [www.ndls.ie](http://www.ndls.ie) to find out more information in relation to the online service.

**If you do not have a Public Services Card (PSC) you are required to present documentation at NDLS centre to satisfy the following four requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPS number and 4. Evidence of residency entitlement.**

#### List 1: Photographic I.D.

- Public Services Card
- Irish passport which cannot be expired by more than 12 months
- Irish driving licence or learner permit
- Current passport for all non-Irish citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish Certificate of Naturalisation
- Current UK photo driving licence
- Current Irish travel document

#### List 2: Evidence of address

- Public services card
- Please note. Evidence of address must be dated within 6 months of the date of application.
- Utility bill. Mobile phone bills are not acceptable
  - Statement or other correspondence from bank/building society/credit union including eStatements
  - Letter from Department of Employment Affairs and Social Protection/Revenue
  - Other official correspondence from an Irish state agency.
  - Correspondence on headed paper from an educational or training body e.g. a secondary school; university; institute of technology or college.
  - Correspondence from an insurance company regarding an active health/life/house/car insurance policy

#### List 3: Evidence of PPS number

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Social Protection showing PPS number
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of social welfare payment which shows full PPS number
- Medical card / Drug Payment Scheme (DPS) card / European Health Insurance card
- Payslip or P60/P45

#### List 4: Evidence of residency entitlement

- Public Services Card -where place of birth or nationality is within EU/EEA/Switzerland
- Irish/UK (long-form) birth certificate or adoption certificate
- Driving licence/learner permit where number 3 shows place of birth is within EU/EEA/Switzerland
- Certificate of entry in the Irish Foreign Births Register
- Irish passport/passport card (current or expired by no more than 12 months)
- Current passport for all EU/EEA/Swiss citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish certificate of naturalisation
- Current certificate of registration (Garda National Immigration Bureau/GNIB card) or Irish residence permit (IRP) for non- EU/EEA/Swiss citizens (The GNIB and IRP cards must be presented with a current passport valid for international use or a Public Services Card)

## More information on acceptable documents available on [www.ndls.ie](http://www.ndls.ie)

When applying, avoid queues in centres by visiting the **online booking system** at [www.ndls.ie](http://www.ndls.ie). Drivers with either a valid driver number or PPS number can book their visit for a date and time that suits them.

## NDLS Centres

**Please note: These centres can only process application made in person. Please do not post an application to these centres as it will not be processed**

**Carlow** Unit 1, Ground Floor, Graigue Village Centre, Graiguecullen Co. Carlow, R93 X5K7

**Cavan** Unit 5, Cavan Shopping Centre, Main Street, Cavan, H12 Y9V2

**Clare** Unit 4, Ennis Shopping Centre, Ennis, V95 R673

**Cork** Commercial Unit 1, Copley Hall, Cotter's Street, off Copley Street, Cork, T12 TD32

**Cork** First Floor, Cork Co-operative Marts, Marsh Road, Skibbereen, P81 C802

**Cork** Office 17 (Second Floor), Market Square Shopping Centre, Mallow, P51 V8VC

**Donegal** Unit 7, O'Boyce's Corner, Port Road, Letterkenny, F92 Y383

**Donegal** Eurohouse, Killybegs Road, Donegal Town, F94 VFD6

**Dublin** Unit 7, Leopardstown Shopping Centre, Ballyogan Road, Dublin 18, D18 K8A0

**Dublin** Unit H Own Door Offices, Citywest Shopping Centre, Citywest, D24 W583

**Dublin** Unit 236, Omni Park Shopping Centre, Swords Road, Santry, D09 NX06

**Dublin** Unit 3, Floor 3, Clarehall Shopping Centre, Malahide Road, D17 TF20

**Galway** Ground Floor, Block 1, Cityeast Business Park, Ballybrit Business Park, H91 D5CN

**Galway** Clifden (Open Mondays only, 9am to 4pm), Station House Hotel, H71 AK52

**Kerry** Mezzanine Unit, Manor West Shopping Centre, Tralee, V92 EW02

**Kildare** 5B Elm House, Millennium Park, Naas, W91 TC97

**Kilkenny** Unit 2E, First Floor, Cillin Hill Centre, Dublin Road, Kilkenny, R95 T294

**Laois** Unit 29A, Laois Shopping Centre, Portlaoise, R32 X789

**Leitrim** Unit 7, Bridge Lane, Carrick-on-Shannon, N41 NH58

**Limerick** Unit 29, Parkway Shopping Centre, Dublin Road, Limerick, V94 FX92

**Longford** Suite 3, Business Centre, Longford Shopping Centre, Longford, N39 Y889

**Louth** Ground Floor Unit 3, Southgate Shopping Centre, Dublin Road, Drogheda, A92 XR26

**Mayo** New Antrim Street, Castlebar, F23 YX29

**Mayo** Belmullet (Open Tuesdays only, 9am to 4pm), Broadhaven Bay Hotel, F26 D8N7

**Meath** Unit 3 Finnegans Way, Emmet Street, Trim, C15 VX22

**Monaghan** Office 2, First Floor, Teach O'Cleircin, Old Cross Square, Monaghan, H18 FK46

**Offaly** Room 201, Down Suite, Castle Buildings, Tara Street, Tullamore, R35 H935

**Roscommon** Unit 1, Racecourse Business Park, Roscommon, F42 NV05

**Sligo** Ground Floor Millennium House, Stephen Street, Sligo, F91 E7KH

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

Gurtnafleur Business Park, Clonmel, E91 V9P7

**Tipperary** 10 Silver Street, Nenagh, E45 AC89

**Waterford** Waterford Shopping Centre, Lisduggan, Waterford, X91 WYV0

**Westmeath** Golden Island Shopping Centre, Athlone, N37C9Y3

**Westmeath** Unit 1A, Mullingar Shopping Centre, Ashe Road, Mullingar, N91 HE36

**Wexford** 8 The Square, Redmond Square, Wexford, Y35 VR92

**Wicklow** Unit C16, Wicklow Enterprise Centre, The Murrrough, Wicklow, A67 D903