

# Guidance notes for the completion of your Driving Licence Application Form

## Part 1: Personal Details

1. If you previously held a learner permit or driving licence 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 driving licence. This name must exactly match the Photographic I.D. (See list 1 on page 2) provided
4. This is the surname that will appear on your driving licence. This name must exactly match the Photographic I.D. (See list 1 on page 2) provided
5. Please insert name as it appears exactly on your birth certificate
6. If your surname has changed since your last learner permit or driving licence was issued you must indicate the reason why and provide supporting documentation (e.g. marriage certificate, divorce/separation confirmation, deed poll confirmation). Original documents are required
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 2. 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. For Dublin postal district code please include these in the "County/City" field.
8. Your date of birth on the application form must match your Photographic I.D. or birth Certificate.
9. Select as appropriate
10. PPSN is a Personal Public Service Number, which is a unique identifier that helps you access state benefits, PPSN is mandatory and must be completed. Proof of PPSN must be provided (see list 3). If you do not have a PPSN 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 29th October, 2013, there is no requirement to present evidence of PPSN for a second time. If your PPSN has changed then evidence must be provided.
11. If you were born in Ireland, please state the county you were born in. If you were born outside of Ireland please state the country where you were born.
12. Please enter your contact details. Please note Irish mobile numbers only are accepted. Should we need to contact you in relation to your application we will use your preferred method of communication. NDLS may in certain circumstances need to use other methods of communication to contact you. We will not give your information to any third party except in accordance with the law.

## Part 2: Licence Details

13. Select application type as appropriate. Refer to Licence checklist on page 4 of the application form for documentation required to accompany each application.
14. Please select the appropriate categories to appear on your licence. A table of categories including a description, minimum age and other conditions for holding a licence can be found on page 4 of these guidance notes. Please note: An applicant can only be provided with licence categories for which they have an entitlement.
15. Insert details of any driver licence issued by another country
16. If your current or most recent issued driving licence has been lost, stolen you must complete the Garda declaration and have it stamped at your local Garda station.

## Part 3: Exchanging a licence

17. Please provide details if the licence you are exchanging was received on foot of an earlier exchange. See page 3 for more information.
18. Please confirm there is no reason the licence cannot be exchanged. 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 should provide a driver statement from the Foreign Licence Authority and the foreign licence if held. You must complete the driving test/driver training within 2 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.
19. Please confirm the date you took up normal residence in Ireland.

## Part 4: Organ Donation

20. If you wish to donate your organs you can record this on your licence. The licence 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 5: Driver Fitness. Please also refer to Driver Fitness information on page 3 of these notes.

21. An eyesight report form D502 may be required with your application. Please refer to page 3
22. You must answer all these medical questions. If you answer yes to any of questions 22 to 42 or 43(c) a valid medical report dated within one month of date of application will be required.  
Every driver over the age of 70 (or who's existing licence expires on the eve of their 70th birthday) applying for a licence must provide a driving licence medical report from a Doctor  
Every Group 2 licence 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 6: Declaration by applicant

44. 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 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 licence	€35
To exchange a foreign licence	€55
To replace a licence exchanged abroad	€35/€55
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 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.

## 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 PPSN,
- 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 4 requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPSN 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 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 which shows full PPSN
- 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 9, 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, Gurtinafleure 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** 7a The Square, Redmond Square, Wexford, Y35 VR92

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

## General Information:

### Residency entitlement

Residency entitlement is required for all NDLS applications. Evidence of residency entitlement must be provided at your first application to the NDLS and may be required to be provided with subsequent applications such as renewals, add category, replacements and change of personal details.

In the case of renewals, add category, replacements, change of personal details - evidence of residency entitlement will only be required where:

The place of birth on your existing licence or permit is outside the EU/EEA/Switzerland (Place of birth is shown at number 3 on your driving licence/learner permit and is recorded on your driver record) *OR*

If you hold a Public Service Card and the place of birth and nationality are recorded as outside the EU/EEA/Switzerland, then you will be required to provide evidence of residency entitlement.

Please see List 4 on page 2 of guidance notes for list of documents that can be used as evidence of residency entitlement.

### Period of Licence:

You can apply for a licence up to three months before the expiry date of the licence. If your licence has expired for ten years or more you must start the application process afresh and take a driver theory test, mandatory driving lessons and a driving test. A driving licence for Group 1 vehicles (land tractors, cars and motorcycles) normally lasts for a period of 10 years. There are some exceptions to this rule – if you are over 70 years of age or have a medical condition, a licence for three years or for a shorter period may be specified by your Doctor. If you are over age 60 your licence will be granted up to age 70, if you are aged over 67 but less than 70 years of age a three year licence will be granted.

A driving licence for Group 2 vehicles (trucks, buses and articulated vehicles) normally lasts for five years.

From 1 June 2015 the unexpired period of the previous driving licence or learner permit will not be added to the validity period of the new driving licence or learner permit

### Exchanging a licence

You can exchange a driving licence from another EU country, from the following EEA countries: Iceland, Liechtenstein and Norway and from the following recognised states: Australia, Japan, New Zealand, South Africa, South Korea, Switzerland, Taiwan and the Canadian Provinces of Manitoba, Ontario, British Columbia and Newfoundland and Labrador. Please refer to [www.ndls.ie](http://www.ndls.ie) for any updates to the list of recognised countries.

You must surrender the exchange licence with your application for an Irish licence. If exchanging a Northern Ireland licence it must be accompanied by the counterpart. If the counterpart of the licence is not available, the lost Licence Declaration on page 2 must be completed and signed by a member of An Garda Síochána. Where you are exchanging an EU/EEA licence the licence can be expired for up to ten years, while a licence from a recognised state can be expired for no more than one year to be eligible for exchange. Please note: A licence cannot be exchanged if it is suspended due to outstanding fines.

If exchanging an expired or lost licence an original letter of entitlement from the licensing authority will be required.

You must also provide details if the licence you want to exchange was issued following an earlier exchange. Where a driving licence has been issued on foot of an exchange from a country that Ireland does not have an exchange driving licence policy with then Ireland cannot exchange the driving licence.

If you are exchanging a licence which includes Group 2 vehicles (e.g. trucks and buses), or if you suffer from a condition set out in part 5 of the application form that requires a driving licence medical or if you are over 70 then you must include a medical report with your application. Where the licence being exchanged is from a country outside the EU/EEA you must include a driving licence eyesight report with your application.

Applicants will have to prove identity under the 4 criteria set out below in the Identity Validation section.

Original letters of entitlement may be required to accompany exchange applications from certain recognised states. A letter of entitlement will be required in certain situations eg: lost/stolen/

damaged licences, expired licence, no start dates on the licence. Please refer to [www.ndls.ie](http://www.ndls.ie) for further information.

**Please Note:** a certified translation of all letters of entitlements not in English or Irish must be provided. Refer to [www.ndls.ie](http://www.ndls.ie) for more details. In some cases, applications to exchange a licence may take 2/3 months to process as we need to contact the original licensing authority.

### 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 needed for drivers of trucks or buses.

For more information on medical standards see “Sláinte agus Tiomáint” document on [www.ndls.ie](http://www.ndls.ie)

- Where questions under Health and Fitness in part 5 (excluding 43(a) or 43(b)) of the application form are answered ‘Yes’ a driving licence medical report form will be needed.

Please ensure that the medical report is fully completed and presented at the NDLS centre within one month of completion by your Doctor.

- On the basis of the information on your application form the licensing authority can ask you to submit a medical report from your Doctor. Your Doctor must be registered on the General Register of Medical Practitioners in Ireland.

A driving licence eyesight report is not required where a medical report is provided unless indicated by the Doctor. Driving licence Medical report and Eyesight report forms can be downloaded from [www.ndls.ie](http://www.ndls.ie) or are available in your nearest NDLS centre.

The assistance of your doctor may be required to complete some of the questions in Part 5. 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 licence for a shorter time period (e.g. for a one or three year period).

An eyesight report form is needed where you previously wore glasses/lenses for driving and are no longer required to do so. It is also needed in certain cases when exchanging a licence from another country outside of the EU.

### Identity Validation:

All customers of the National Driver licence service will be required to present in person to an NDLS centre where their photo and signature will be captured and their identity verified. All existing Irish Licence/Permit holders will present with their driving licence/learner permit and evidence of their PPSN.

All customers will be required to supply documents to verify their identity. The identity verification process requires the customer satisfy 4 requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPSN 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 PPSN (if dated within 6 months).
















### Initial Basic Training (IBT) for Motorcyclists

Initial basic training (IBT) is a mandatory training course that teaches basic riding skills to learner motorcyclists. When taking a progressive route to obtain a driving licence in a larger bike then an IBT cert is required with your application. 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 (see table on page 4 of these notes). 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)

The Table below describes each vehicle in a licence category as well as the minimum age and other conditions that apply to your driving licence for each vehicle. This will help you identify the permit that you want to apply for.

Licence Categories	Description relating to licence from 19 January 2013	Minimum age and other conditions for holding a licence
 AM	Mopeds. Light quadricycles.	16
 A1	Motorcycles with an engine capacity not exceeding 125cc, with a power rating not exceeding 11 kW and with a power to weight ratio not exceeding 0.1 kW/kg. Motor tricycles with a power rating not exceeding 15 kW.	16
 A2	Motorcycles with a power rating not exceeding 35 kW, with a power to weight ratio not exceeding 0.2 kW/kg and not derived from a vehicle of more than double its power.	18
 A	Motorcycles. Motor tricycles.	20 (Progressive access) 24 (Direct access) 21 Motor tricycles
 B	Vehicles (other than motorcycles, mopeds, work vehicles or land tractors) having a MAM <sup>1</sup> not exceeding 3,500 kg, designed and constructed for the carriage of no more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> weight of the trailer is not greater than 750 kg. The combined MAM <sup>1</sup> weight of the drawing vehicle and trailer must not be greater than 3,500 kg. Quadricycles (other than those covered by AM) also come under this category.	17
 BE	Combination of drawing vehicles in category B and trailer where the MAM <sup>1</sup> of the trailer is not greater than 3,500 kg.	17 (You must hold a full B licence before getting a BE permit)
 W	Work vehicles and land tractors. Defined as any power driven vehicle running on wheels or tracks having at least two axles, the principal function of which lies in its tractive power, which is specially designed to pull, push carry or operate certain tools, machines or trailers used in connection with agricultural or forestry operations, and use of which for carrying persons or goods by road or drawing, on the road, vehicles used for the carriage or goods is only a secondary function.	16
 C	Vehicles (other than vehicles in categories D or D1, work vehicles or land tractors) having a MAM <sup>1</sup> exceeding 3,500 kg, and which are designed and constructed for the carriage of not more than 8 persons in addition to the driver. Motor vehicles in this category may be combined with a trailer where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	18 with CPC Stage 4 21 without CPC (You must hold a full B licence before taking out a C permit)
 CE	Combination of drawing vehicles in category C and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	18 with CPC Stage 4 21 without CPC (You must hold a full C licence before taking out a CE permit)
 C1	Vehicles in category C having a MAM <sup>1</sup> weight not exceeding 7,500 kg, having passenger accommodation for not more than 8 persons in addition to the driver. Motor vehicles in this category may be combined with a trailer where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	18 (You must hold a full B licence before taking out a C1 permit)
 C1E	Combination of drawing vehicles in category C1 and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg and where the MAM <sup>1</sup> of the drawing vehicle and trailer combined does not exceed 12,000 kg. Combination of drawing vehicles in category B with trailer where the MAM <sup>1</sup> of the trailer is greater than 3,500 kg and where the MAM <sup>1</sup> of the drawing vehicle and trailer combined does not exceed 12,000 kg.	18 (You must hold a full C1 licence before taking out a C1E permit)
 D	Vehicles designed and constructed for the carriage of more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	21 with CPC Stage 4 24 without CPC (You must hold a full B licence before taking out a D )
 DE	Combination of drawing vehicles in category D and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	21 with CPC Stage 4 24 without CPC (You must hold a full D licence before taking out a DE permit)
 D1	Vehicles in category D designed and constructed for the carriage of not more than 16 persons in addition to the driver with a maximum length not exceeding 8 metres. Motor vehicles in this category may be combined with a trailer where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	21 ( You must hold a full B licence before taking out a D1 permit)
 D1E	Combination of drawing vehicles in category D1 and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	21 (You must hold a full D1 licence before taking out a D1E permit)

#### MAM<sup>1</sup> Maximum Authorised Mass

\*This is not a legal definition of licence categories. For more on this and other general licensing information please check our website [www.rsa.ie](http://www.rsa.ie).

1. Maximum Authorised Mass- Maximum Authorised Mass (MAM). This is the weight of a vehicle or trailer including the maximum load it can carry in accordance with the manufacturer's design specifications. It is also known as Design Gross Vehicle Weight (DGWV).

In the case of permits and licences for categories C, CE, D and DE (trucks and buses) the minimum age at which you can qualify depends on whether you are taking the Certificate of Professional Competence (CPC) test for that licence category. 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 information on CPC please see our website [www.rsa.ie/cpc](http://www.rsa.ie/cpc). For motorcycle permits in category A, progressive access to a permit at age 20 can only be granted if the rider has already held a driving licence in category A2 for two years.