

Applying for a Learner Permit Guidance Notes

Apply Online

- NDLS **Online** is the **fastest, simplest way** to apply for or renew your driving licence or learner permit.
- All you need is a **Public Service Card** and a verified **MyGovID account**.
- Save time and do it the easy way - Apply Online today at www.ndls.ie

Apply at an NDLS Centre

- All customers must **book an appointment** at www.ndls.ie to attend in person.
- All existing Irish licence/permit holders must present with their most recent **Irish driving licence/learner permit** and proof of **PPS number**.
- All customers will be required to supply documents to verify their identity.

Applying in person at an NDLS Centre

Customers applying in person at an NDLS centre must satisfy the following four requirements:

1. Photo ID 2. Evidence of address 3. Evidence of PPS number and 4. Evidence of normal residence

- A Public Service Card will in many circumstances, satisfy all four requirements
- If you don't hold a PSC you will need to submit documentary evidence to meet each requirement from List 1 to 4.

List 1: Photographic ID

- Public Services Card
- Irish passport/passport card (current or expired by no more than 12 months)
- Most recent 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 3: Evidence of PPS number

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Employment Affairs and 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 2: Evidence of address (dated within six months)

- Public Services card
- Utility bill - Mobile phone bills are not acceptable
- Statement or other correspondence from bank/building society/credit union including eStatements
- Letter from Government Department or 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 4: Evidence of normal residence

- Public Services Card - where place of birth or nationality is within EU/EEA/Switzerland/UK
- Irish/UK (long-form) birth certificate or adoption certificate
- Driving licence/learner permit where field 3 shows place of birth is within EU/EEA/Switzerland/UK
- 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/UK citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish certificate of naturalisation
- Current Irish residence permit (IRP), certificate of registration (Garda National Immigration Bureau/GNIB card) or Temporary Residence Card (TRC) for non-EU/EEA/Swiss/UK citizens (The IRP, GNIB and TRC cards must be presented with a current passport valid for international use or with a Public Services Card).

For a list of NDLS centres and locations please visit www.ndls.ie

Applying in person

The NDLS Officer will ask you to confirm your personal and application details. Please ensure you read the guidelines below as you will be required to declare that all the information you give is correct. Giving false information is an offence under the Road Traffic Act and penalties apply.

Personal Details

First Name and Surname

Your first name and surname must exactly match the photographic ID you present (See List 1 on page 1)

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 (eg. marriage certificate, divorce/separation confirmation, deed poll enrolled in the High Court).

Original documents are required.

Address/Normal Residence

Address should be the place where you normally reside; for a student this generally means the family home.

Your name and address must exactly match the evidence of address provided and must be dated within last six months (See List 2 on page 1). Student accommodation, business addresses or care of addresses are not acceptable. You will be required to provide your Eircode.

To make an application for a driving licence or learner permit, you must be entitled to live here and be normally resident in Ireland. This generally means that you live here at least 185 days each calendar year because of work or personal ties. If you are studying or working abroad, you may still be considered normally resident in Ireland provided you return here regularly.

See List 4 on page 1 for the full list of documents which can be accepted as evidence of normal residence.

PPS Number

Personal Public Service Number must be given, and evidence provided (See List 3 on page 1). If you do not have a PPS number please contact the Department of Social Protection on 1890 927 999 or visit www.mywelfare.ie















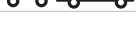
Where a customer has applied to the NDLS and has been issued with a learner permit since 29 October 2013, there is no requirement to present evidence of PPS number again unless it has changed, then evidence must be provided.

Your Learner Permit

A learner permit is issued for the purposes of learning to drive. If you are applying for a first time learner permit in a new licence category you must pass a driver theory test in the relevant category before taking out a learner permit. If your existing learner permit has expired by five years or more you are considered to be a first time learner permit applicant and must re-sit the theory test. For more details please refer to www.theorytest.ie

Categories

For a definition of the categories and minimum age requirements please refer to www.ndls.ie

Group 1 Vehicles and Licence Category	Group 2 Vehicles and Licence Category
AM 	C 
A 	C1 
A1 	CE 
A2 	C1E 
B 	D 
BE 	D1 
W 	DE 
	D1E 

Lost/Stolen/Damaged learner permit

If your current or most recently issued driving licence or learner permit has been lost/stolen or damaged, you must complete a **Garda Declaration** form and have it stamped at your local garda station. This form is available to download at www.ndls.ie

Applying for 3rd or subsequent Learner Permit

If applying for a 3rd or subsequent learner permit you must have taken and failed a driving test in the previous two years or have applied for a driving test.

Renewal of a Learner Permit

You can apply to renew your learner permit if expired or three months in advance of the expiry date.

Any unexpired period remaining on a previous learner permit will not be added to your new one.

Important Information when issued with a Learner Permit and you wish to sit a driving test

If you are granted a learner permit for vehicles in licence categories B, A, A2, A1, AM and W 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. First time learner permit holders must complete Essential Driver Training (EDT) or Initial Basic Training (IBT) before sitting the driving test.

Driver Fitness

An Eyesight Report Form (download at www.ndls.ie) **is required:**

- For all first time applications for a learner permit
- If you previously wore glasses/lenses for driving and are no longer required to do so

An Eyesight Report Form is not required where:

- A medical report is provided unless otherwise indicated by your GP.

Drivers must meet a certain standard of medical fitness in order to drive safely. If your GP advises you to stop driving it is then an offence to continue driving and it also affects your insurance cover.

Medical Report form (download at www.ndls.ie) **must be submitted if:**

- You answer yes to any of the health and fitness questions 4-24, 25(b) or 26(b).
- If you are applying for any of the Group 2 categories (bus and truck).
- If you are over the age of 75 (or your existing licence/permit expires the day before your 75th birthday).

The medical report form must be dated within one month of application date. If you are required to submit a medical report form it must be completed by a Medical Practitioner on the Irish Medical Council Register (Specialist or General)

General Information

Fees and Payment

Learner Permit Fees

New learner permit and renewals	€45
Replacement or duplicate learner permit	€35
Adding a new category to existing learner permit	€35
Learner permit for over 70	Free
One-year learner permit (medical grounds)	Free

NDLS Accepted payment methods

Debit Card, Credit Card, Google Pay
Apple Pay, Payzone voucher

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

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 payment.

Initial Basic Training (IBT) for Motorcyclists

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 1999 and continue to hold that entitlement. For more detailed information in relation to IBT please refer to 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 and DE depends on whether you take the CPC test for that category. CPC is required if aged under 21 for categories C and CE and if aged under 24 for categories D and DE. A table of categories including a description, minimum age and other conditions can be found on www.ndls.ie. If you are undertaking 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

Application Checklist for Learner Permit

You must book an appointment to attend an NDLS centre at www.ndls.ie

For all applications for learner permits you must supply:

- Photographic ID (see List 1 on page 1)
- Evidence of PPS number (see List 3 on page 1)
- Current/most recent learner permit
- Evidence of normal residence (see List 4 on page 1)
- Eyesight Report Form required for all first time applications (dated within one month) (see Driver Fitness page 3)
- Relevant fee (see page 3)
- Your photograph and signature will be captured at the NDLS office.

For applications for learner permits you may also need:

- Medical Report form, if required (dated within one month) (see Driver Fitness Page 3)
- If applying for a 3rd or subsequent learner permit you must have taken and failed a driving test in the previous 2 years or have applied for a driving test
- Evidence of new address if your address has changed since your last application (see List 2 on Page 1, must be dated within sixmonths)
- Completed Garda Declaration if your learner permit has been lost/stolen or damaged
- Completed relevant CPC - see CPC details above

Medical Questions 1 to 26

1. If you wish to donate your organs you can record this on your permit. The permit will contain a code 115 that will make medical professionals aware of your intention to donate. However, in keeping with the full legal position, your next of kin will be consulted in the event of any decision of this nature.

Do you wish to have the code 115 recorded on your permit?

No Yes

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

If you are applying for a first time learner permit or if in the past you answered 'Yes' to this question and are now answering 'No' you must provide a current eyesight report form with your application.

Health and Fitness

3. (A) Please note if you answer 'Yes' to any of the following questions (4-24, 25(b) or 26(b)) and you currently do not have a medical on file to cover the term of your permit you will need to provide a Medical Report as part of your application.

(B) A numeric code on your permit may indicate certain restrictions or conditions that affects your permit – including those related to a disability or illness. Information about codes will be on the explanatory letter issued with your permit and on our website www.ndls.ie

(C) Please be aware that your category entitlements may be affected by your answers given.

I agree

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

- | | | | |
|--|--|--|--|
| 4. Diabetes treated by insulin or managed by tablets which carry a risk of inducing hypoglycaemia eg. sulphonylureas (Ask your doctor whether you are on sulphonylureas or other medications which carry a risk of inducing hypoglycaemia). No need to tell us if managed by diet alone or only by medications which do not carry a risk of inducing hypoglycaemia | No <input type="checkbox"/> Yes <input type="checkbox"/> | 17. Parkinson's disease | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 5. Epilepsy | No <input type="checkbox"/> Yes <input type="checkbox"/> | 18. Sleep Apnoea syndrome | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 6. Stroke or TIAs ¹ with any associated symptoms lasting longer than one month | No <input type="checkbox"/> Yes <input type="checkbox"/> | 19. Narcolepsy | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 7. Fits or blackouts | No <input type="checkbox"/> Yes <input type="checkbox"/> | 20. Any condition affecting your peripheral vision | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 8. Any type of brain surgery, brain abscess or severe head injury involving in-patient treatment or brain tumour or spinal injury or spinal tumour | No <input type="checkbox"/> Yes <input type="checkbox"/> | 21. Total loss of sight in one eye | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 9. An implanted cardiac pacemaker | No <input type="checkbox"/> Yes <input type="checkbox"/> | 22. Any condition affecting both eyes or the remaining eye if you only have one eye (not including colour blindness or short or long sight)? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 10. An implanted cardiac defibrillator (ICD) ² | No <input type="checkbox"/> Yes <input type="checkbox"/> | 23. A serious hearing deficiency which has worsened since your last application/renewal | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 11. Repeated attacks of sudden disabling dizziness | No <input type="checkbox"/> Yes <input type="checkbox"/> | 24. Severe learning disability ³ | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 12. Any other chronic neurological condition such as multiple sclerosis, motor neurone disease or huntington's disease | No <input type="checkbox"/> Yes <input type="checkbox"/> | 25. Any persistent problems with arms or legs which restricts your driving to an automatic vehicle | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 13. A serious problem with memory or periods of confusion ³ | No <input type="checkbox"/> Yes <input type="checkbox"/> | 25(b). Has your condition deteriorated since your last application/renewal? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 14. Persistent alcohol misuse or dependency | No <input type="checkbox"/> Yes <input type="checkbox"/> | 26. Any persistent problems with arms or legs which restricts your driving to an adapted vehicle | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 15. Persistent drug misuse or dependency | No <input type="checkbox"/> Yes <input type="checkbox"/> | 26(b). Has your condition deteriorated since your last application/renewal? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| 16. Serious psychiatric illness or mental health problems ³ | No <input type="checkbox"/> Yes <input type="checkbox"/> | | |

1. A 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.
2. An 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.
3. If in doubt, please consult your family doctor

Your online resource to easily and safely manage all your driver information, services, tests, permits and licences.



MyRoadSafety.ie