Applying for a Driving Licence Guidance Notes

National Driver Licence Service
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

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 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 licence 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 Driving Licence

Period of Licence	
Group 1 (Car, Motorcycle, Tractor)	10 years
Group 2 (Bus, Truck and Articulated Vehicles)	5 years

If Aged	Period of Licence
65 but under 72	Up to your 75th birthday
72 but under 75	3 year licence
75 or over	1 or 3 year licence (subject to certification of fitness to drive by your GP)
Any age	1 or 3 year licence may be issued on medical grounds

If your licence has expired for ten years or more you must start the application process again and pass a driver theory test, mandatory lessons and a driving test.

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

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

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 Licence

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

Exchanging a licence

You can exchange a driving licence from any EU/EEA country, and from a number of 'recognised states'; Please refer to www.ndls.ie for the full list of 'recognised states' and guidelines and conditions for exchange.

Driver Fitness

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

- You previously wore glasses/lenses for driving and are no longer required to do so.
- If you are exchanging a licence from a country outside of the EU/EEA.

An Eyesight Report Form is not required where:

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

Driver Fitness continued

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 3-23, 24(b) or 25(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 expires the day before your 75th birthday).

The medical report form must be dated within 3 months 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

Driving Licence Fees	
New driving licences and renewals	€65
3 year licence (age or medical grounds)	€35
Replacement or duplicate licence	€35
Adding a new licence category to existing licence	€35
Exchange a foreign licence	€65
One-year licence (medical grounds)	Free
Applicant is aged 70 years or over	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

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 certificate is required with your application. 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 Driving Licence

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

For all applications for driving licences you must supply:

- Photographic ID (see List 1 on page 1) ☐
- Evidence of PPS number (see List 3 on page 1) ☐
- Current/most recent licence/permit ☐
- Evidence of normal residence (see List 4 on page 1) ☐
- Relevant fee (see page 3) ☐
- Your photograph and signature will be captured at the NDLS office. ☐

For applications for driving licence you may also need:

- Medical Report form, if required (dated within 3 months) (see Driver Fitness Page 2 and 3) ☐
- Eyesight Report Form, if required (dated within 3 months) (see Driver Fitness page 2 and 3) ☐
- Evidence of new address if your address has changed since your last application (see List 2 on Page 1, must be dated within six months) ☐
- Completed Garda Declaration if your licence has been lost/stolen or damaged ☐
- Completed relevant CPC - see CPC details above ☐
- Completed relevant IBT - see IBT details above ☐
- Foreign driving licence if exchanging your licence. ☐

Please read the following medical questions. You will be required to answer each of these questions when you attend your NDLS appointment.

Medical Questions 1 to 25

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

If you are exchanging a licence from outside of the EU 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

2. (A) Please note if you answer 'Yes' to any of the following questions (3-23, 24(b) or 25(b)) and you currently do not have a medical on file to cover the term of your licence you will need to provide a Medical Report as part of your application.

(B) A numeric code on your licence may indicate certain restrictions or conditions that affects your licence – including those related to a disability or illness. Information about codes will be on the explanatory letter issued with your licence 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?

3. 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 ☐ Yes ☐

4. Epilepsy No ☐ Yes ☐

5. Stroke or TIAs[1] with any associated symptoms lasting longer than one month No ☐ Yes ☐

6. Fits or blackouts No ☐ Yes ☐

7. 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 ☐ Yes ☐

8. An implanted cardiac pacemaker No ☐ Yes ☐

9. An implanted cardiac defibrillator (ICD)[2] No ☐ Yes ☐

10. Repeated attacks of sudden disabling dizziness No ☐ Yes ☐

11. Any other chronic neurological condition such as multiple sclerosis, motor neurone disease or huntington's disease No ☐ Yes ☐

12. A serious problem with memory or periods of confusion[3] No ☐ Yes ☐

13. Persistent alcohol misuse or dependency No ☐ Yes ☐

14. Persistent drug misuse or dependency No ☐ Yes ☐

15. Serious psychiatric illness or mental health problems[3] No ☐ Yes ☐

16. Parkinson's disease No ☐ Yes ☐

17. Sleep Apnoea syndrome No ☐ Yes ☐

18. Narcolepsy No ☐ Yes ☐

19. Any condition affecting your peripheral vision No ☐ Yes ☐

20. Total loss of sight in one eye No ☐ Yes ☐

21. 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 ☐ Yes ☐

22. A serious hearing deficiency which has worsened since your last application/renewal No ☐ Yes ☐

23. Severe learning disability[3] No ☐ Yes ☐

24(a). Any persistent problems with arms or legs which restricts your driving to an automatic vehicle No ☐ Yes ☐

24(b). Has your condition deteriorated since your last application/renewal? No ☐ Yes ☐

25(a). Any persistent problems with arms or legs which restricts your driving to an automatic vehicle No ☐ Yes ☐

25(b). Has your condition deteriorated since your last application/renewal? No ☐ Yes ☐

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.

RSA MyRoadSafety.ie