Guidance Notes for the completion of your Driving Licence Application Form

National Driver Licence Service
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

Please read the notes carefully BEFORE completing the Application Form

APPLY ONLINE

You can now quickly and easily apply for and renew your driving licence online at www.ndls.ie
All you need is your Public Services Card and your verified MyGovID for safe, secure access to online application.

- **Already have a verified MyGovID? Apply for or renew your licence now at www.ndls.ie**
- **Already have a Public Services Card? You're almost there. All you need is a verified MyGovID which you can set up now at www.mygovid.ie**

Don't yet have a Public Services Card? You will need a Public Services Card to get a verified MyGovID.
You can apply for your Public Services Card at www.mywelfare.ie

NDLS ONLINE is the fastest way to apply for or renew your licence

Applying at an NDLS Centre

- All customers applying at the National Driver Licence Service centre must present in person where their photo and signature will be captured and their identity verified.
- All customers must book an appointment online to attend an NDLS centre at www.ndls.ie
- All existing Irish licence/permit holders must present with their most recent driving licence/learner permit and evidence of their PPS number.
- All customers will be required to supply documents to verify their identity. Customers must satisfy the following four requirements:

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

Please note a Public Service Card in many circumstances will satisfy all four requirements.

Application Process

ONLINE APPLICATION →



Public Services Card → MyGovID =

Click onto your web browser

www.NDLS.ie

To apply online

NDLS CENTRE APPLICATION →



Must book an appointment in advance at www.NDLS.ie →



→
- Photographic ID
- Evidence of PPSN
- Evidence of address
- Evidence of residency

=



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Part 1: Personal Details

First Name and Surname

Your first name and surname must exactly match the photographic ID (See List 1 on page 4) provided.

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 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. The name and address on the application form must exactly match the evidence of address provided which must be dated within last six months (See List 2 on page 4). Student accommodation, business addresses or care of addresses are not acceptable. For Dublin postal district code please include these in the "County/City" field.

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 4 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 4). If you do not have a PPS number please contact the Department of Employment Affairs and Social Protection on 1890 927 999 or visit www.mywelfare.ie

Where a customer has applied to the National Driver Licence Service (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.

Place of Birth

Please state the country in which you were born.

Part 2: Licence Details

Application Type

Select application type as appropriate. Refer to the licence checklist on page 4 of the application form for documentation required to accompany each application.

Licence Categories

Visit www.ndls.ie for a list of categories and descriptions.

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 the garda declaration and have it stamped at your local garda station.

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 must wait until your licence is within three months of the expiry date before you can apply for a renewal.

Part 3: 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.

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Part 4: Driver Fitness

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.

A Medical Report Form must be submitted if:

- You answer yes to any of the health and fitness questions 20 to 40 or 41(c)
- 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 three months of application date. If you are required to submit a medical report form it must be completed by a GP whose name is on the General Register of Medical Practitioners in Ireland.

The assistance of your GP 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).

For more information on medical standards see 'Sláinte agus Tiomáint' medical fitness to drive guidelines on www.ndls.ie

An Eyesight Report Form 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.

Driving licence medical report and eyesight report forms can be downloaded from www.ndls.ie

Part 5: Declaration by Applicant

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 Act and penalties apply.

General Information

Fees and Payment

Driving Licence Fees	
New driving licences and renewals	€55
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	€55
One-year licence (medical grounds)	Free
Applicant is aged 70 years or over	Free

The NDLS can only accept the following payment methods with your application: debit card/credit card/ Google Pay/Apple Pay.

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

(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 licence category (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

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Documentary Evidence

Depending on your circumstance additional documentary evidence may need to be presented with your application form.



A Public Service Card (PSC) will in most cases meet all of the personal identity documents required.

If you don't have a PSC you must present documentary evidence to meet each requirement from Lists 1 - 4 below.

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 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 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 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

RSA MyRoadSafety.ie

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

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