

## Evidence of your PPSN

- Public Services Card/Social Services Card
- Correspondence from Revenue/Social Welfare showing PPSN
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of Social Welfare Payment
- Medical Card/Drug Payment Scheme (DPS) Card
- Payslip or P60/P45

## Proof of address\*

- Utility bill (i.e. from your electricity/phone/gas/cable television/broadband provider). Mobile phone bills are not acceptable
- Correspondence with an insurance company
- Statement from your bank/building society/Credit Union, Statements from store cards/catalogue companies are not acceptable
- Letter from the Department of Social Protection/Revenue
- Other official correspondence from an Irish State agency e.g. Government departments; HSE; Register of Electors/Polling card; CAO; Private Residential Tenancies Board or third level college/training agency

\*These documents can be no more than 6 months old at date of application

## Note:

Remember that the documents required to confirm your identity are in addition to any other documents that might be required as part of your application, for example, an eyesight report or medical report, a Certificate of Competency or a Theory Test Certificate. If you already have a licence or learner permit and are simply renewing it, bring this with you too.

## Will I still be able to apply by post?

At present, no. However, a facility is being put in place where customers can apply for their licence by contacting the NDLS Customer Service Team by phone and providing supporting documentation by post if required. This facility will only be available to customers who have already completed the identity verification process during a face-to-face meeting in an NDLS centre on or after 29 October 2013. Details of this new service will be announced shortly.

## List of NDLS Centres

Region	Address
Eastern Region	Unit 9, Leopardstown Shopping Centre, Ballyogan Road, Dublin 18
	Citywest Shopping Centre, Unit H Own Door Offices, Citywest, Co. Dublin
	Unit 236 Omni Park Shopping Centre, Swords Road, Santry, Dublin
	Unit C16, Wicklow Enterprise Centre, The Murrough, Wicklow Town, Co. Wicklow
	Unit 7, First Floor, Graigue Village Centre, Co. Carlow
	7a The Square, Redmond Square, Wexford Town, Co. Wexford
	5B Elm House, Millennium Park, Naas, Co. Kildare
	Unit 2E, First Floor, Cillin Hill Centre, Dublin Road, Co. Kilkenny
	Laois Shopping Centre, Unit 29A, Portlaoise, Co. Laois
	Room 201 Down Suite, Castle Buildings, Tara Street, Tullamore, Co. Offaly
	Waterford Shopping Centre, Lisduggan, Waterford City, Co. Waterford
	Ground Floor Unit 3 Southgate Shopping Centre, Dublin Road, Drogheda, Co. Louth
	Office 2, First Floor, Teach O'Cleircin, Old Cross Square, Monaghan Town, Co. Monaghan
	Unit 3 Finnegans Way, Emmet Street, Trim, Co. Meath
	Suite 3 Business Centre, Longford Shopping Centre, Longford Town, Co. Longford
West and Northwest	Unit 1A Mullingar Shopping Centre, Ashe Road, Mullingar, Co. Westmeath
	Unit 5 Cavan Shopping Centre, Main Street, Cavan, Co. Cavan
	Golden Island Shopping Centre, Athlone, Co. Westmeath
	Unit 7, Bridge Lane, Carrick-on-Shannon, Co. Leitrim
	Unit 1, Racecourse Business Park, Roscommon Town, Co. Roscommon
	2nd Floor, Block 1, Cityeast Business Park, Ballybrit Business Park, Co. Galway
	Eurohouse, Killybegs Road, Donegal Town, Co. Donegal
	Unit 7, O'Boyce's Corner, Port Road, Letterkenny, Co. Donegal
	Ground Floor Millennium House, Stephen Street, Sligo Town, Co. Sligo
	New Antrim Street, Castlebar, Co. Mayo
Southern Region	Clifden (mobile), Station House Hotel, Co. Galway
	Belmullet (mobile), Broadhaven Bay Hotel, Co. Mayo
	Suite 9, Second Floor, Powerstown House, Clonmel, Co. Tipperary
	Commercial Unit 1, Copley Hall, Copley Street, Cork City
	First Floor, Cork Co-operative Marts, Skibbereen, Co. Cork
	Unit 4, Ennis Shopping Centre, Ennis, Co. Clare
	Mezzanine Unit, Manor West Shopping Centre, Tralee, Co. Kerry
	Unit 29, Parkway Shopping Centre, Dublin Road, Co. Limerick
	10 Silver Street, Nenagh, Co. Tipperary

Further Information about this service is available at [www.ndls.ie](http://www.ndls.ie)



National Driver Licence Service  
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

# National Driver Licence Service



# What is changing?

From 29 October 2013, when applying for either a new or replacement learner permit or driving licence, you will need to visit one of the new National Driver Licence Service (NDLS) centres nationwide. This service is being transferred from the Local Authority Motor Tax Offices.

Security and safety are at the heart of the new service which will be delivered consistently throughout the country. Since the move from paper to plastic card, learner permits and licences are more secure, long-lasting and convenient. Now we're adding another layer of security to make sure that the only person who uses your licence is you. This will help to keep unlicensed, illegal drivers off our roads.

## The new National Driver Licence Service will have:

- At least one centre in every county in Ireland – and, in a new development, customers can apply for their licence in any one of the centres nationwide.
- More flexible and convenient opening times, including lunchtime opening and weekend opening hours to facilitate customers who may not be able to apply for their licence during normal working hours.
- A security validation process for first-time applicants, which in most cases you will only need to do once, to make your learner permit or driving licence more secure and less susceptible to fraud.

## Where will the new NDLS centres be located?

There will be at least one NDLS centre in every county in Ireland. The locations of the centres have been chosen to ensure that 95% of the population is serviced within a 50km radius of a centre. A feature of the new service is that you can now visit any centre nationwide to apply for your learner permit or driver licence.

## What are the opening hours?

The centres will be open to the public from Tuesday 29 October. They will be open from 9am to 5pm, Monday to Friday, and from 9am to 2pm on Saturdays. They will also remain open through lunchtimes. These opening hours will enable customers to visit one of the NDLS centres at a time that is convenient to them.

## Is there a new application process?

Yes. From 29 October 2013, if you are applying for your first licence or learner permit, or renewing or replacing your current licence or learner permit, you are required to visit one of the new NDLS centres nationwide in person. This 'face-to-face' application is part of a new security process which will help to combat fraud and keep unlicensed drivers off our roads by ensuring that the only person who will use your licence is you.

As part of this process, your photo and your signature will be captured digitally. This will be included in the application fee which will remain €55 for a full 10 year licence and €35 for a Learner Permit. Licences for the over 70s will remain free of charge. You can download an application form from [www.ndls.ie](http://www.ndls.ie) or collect one from your local NDLS centre, Garda Station, Driving Test Centre or Driver Theory Test Centre.

**Remember, you can renew your Learner Permit or Driving Licence up to three months before it expires.**

**Generally you should receive your licence by post within 8 days.**

## What do I need to bring with me?

In addition to the completed application form, you will need to bring certain documents with you in order to confirm you are the person that is applying for the licence. This is an important requirement as it will increase the security of your licence and reduce the risk of fraud. This is not intended to inconvenience customers but rather to improve the service for all drivers and to comply with EU Directives and best international practice.

## If you currently have an Irish driving licence or learner permit, you will need to bring:

Your current driving licence or learner permit

Evidence of your PPS Number

## If you do not have an Irish driving licence or learner permit, or you are applying for a licence or learner permit for the first time, you will NEED TO BRING:

Photographic ID

Proof of your residency entitlement

Evidence of your PPSN

Proof of address – this will be used as the official address for all future correspondence

A full list of the types of documents that will be accepted in each category is outlined below. You can also find it on the guidance notes accompanying the application form and on [www.ndls.ie](http://www.ndls.ie)

We would strongly advise you to review this list before visiting an NDLS centre, as not having the right documents with you will lead to a delay with your application as it cannot be processed. Any documents you bring with you must be originals – photocopies will not be accepted. Please note that some documents can be used to satisfy two criteria, for example, using your passport as photographic ID and proof of your residency entitlement.

## Documents required to verify your identity

### PHOTOGRAPHIC ID

- Irish passport
- Current passport for all non-Irish citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current UK (photo) driving licence
- Current Public Services Card
- Current Irish Travel Documents

### PROOF OF YOUR RESIDENCY ENTITLEMENT

- Irish/UK long-form birth certificate or adoption certificate
- Foreign birth registration
- Irish passport
- Current passport for all EU/EEA/Swiss Citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current Certificate of Registration (GNIB card) for non-EU/EEA/Swiss Citizens



Scan the QR Code to visit NDLS.ie

**VISIT [WWW.NDLS.IE](http://WWW.NDLS.IE) FOR YOUR NEAREST CENTRE OR DOWNLOAD THE NDLS APP**

