

# IMPORTANT NOTICE

To make sure your application can be processed as quickly as possible, we ask that you please make sure that you bring the correct original documents, along with your completed application form which is available from [ndls.ie](http://ndls.ie) or Garda stations and NDLS centres. If you do not bring the correct documentation your application cannot be processed.

Avoid queues and book an appointment by visiting the online booking system at [www.ndls.ie](http://www.ndls.ie)

**If you're applying for your first learner permit you'll need each of the following:**

1. EYESIGHT REPORT (dated within 1 month of the application date)
2. THEORY TEST CERTIFICATE (for the relevant category, dated within 2 years of the application date)
3. EVIDENCE OF PPSN
4. EVIDENCE OF ADDRESS (no more than 6 months old)
5. PHOTOGRAPHIC ID
6. EVIDENCE OF RESIDENCY ENTITLEMENT
7. COMPLETED APPLICATION FORM

**If you're applying for your first driving licence you'll need each of the following:**

1. EVIDENCE OF PPSN
2. PHOTOGRAPHIC ID (can be your Learner Permit if available)
3. EVIDENCE OF ADDRESS (if the address on your application form is different to that on your current permit)
4. EVIDENCE OF RESIDENCY ENTITLEMENT (if required in your case)
5. COMPLETED APPLICATION FORM

**If you're renewing your licence or learner permit you'll need each of the following:**

1. CURRENT LICENCE
2. EVIDENCE OF PPSN
3. EVIDENCE OF ADDRESS (if the address on your application form is different to that on your current permit)
4. COMPLETED APPLICATION FORM

*Please see table overleaf for examples of accepted identity documents.*

THE NDLS CENTRES ARE OPEN MONDAY TO FRIDAY 9.00AM – 5.00PM (INCLUDING LUNCHTIME) AND SATURDAY FROM 9.00AM – 2.00PM. VISIT [WWW.NDLS.IE](http://WWW.NDLS.IE) FOR THE ADDRESS OF YOUR NEAREST CENTRE OR DOWNLOAD OUR NDLS CENTRE APP:



Please bring one item from each of the four lists below:

**List 1: 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
- Medical Card / Drug Payment Scheme (DPS) Card
- Payslip or P60/P45
- European Health Insurance Card
- C2 card issued to self-employed contractors

**List 3: Photographic I.D.**

- Irish Passport (current or expired by no more than 12 months on the day of application)
- Irish Driving Licence or Learner Permit
- 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 Document

**List 2: Evidence of address**

(Evidence document can be no more than 6 months old at date of application and must exactly match address on application form)

- Utility Bill (i.e. from your electricity/phone/gas/cable television/broadband provider). Printed online utility bills are accepted. Mobile phone bills are not accepted
- Correspondence from an insurance company regarding an active insurance policy - health/life/house/car insurance
- Statement from Bank/Building Society/ Credit Union (Statements from Store cards/catalogue companies are not accepted)
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency

**List 4: Evidence of residency entitlement**

- Irish/UK Long-form Birth/Adoption Certificate
- Certificate of entry in the Irish Register of Foreign Births
- Irish Passport (current or expired by no more than 12 months on the day of application)
- 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 (must be presented with current passport)

\* Where a customer has previously applied to the NDLS and has been issued with a licence since the 29th October 2013, they would have already presented evidence of PPSN at the time of application. Therefore, it is not necessary for these customers to present this evidence unless there has been a change to the PPSN.

NB: In some instances the same document could satisfy more than one requirement. E.g. an Irish/EU passport is adequate as photo ID & proof of residency entitlement; a letter to you from Revenue showing your PPSN could be used as both proof of your address & proof of your PPSN.

For further information visit [NDLS.ie](http://NDLS.ie)

View the handy information video at

