

Application Form for a Driving Licence D401



National Driver Licence Service
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

Please read accompanying guidance notes before completing this form. **Please complete this form in block capitals using a black ballpoint pen. Please place an X in the appropriate boxes e.g.** Please do not photocopy this form as it may reduce its quality and result in your application being delayed or rejected.



Part 1: Personal Details (See Part 1 of accompanying guidance notes)

***Mandatory field**

1. Have you previously held a learner permit and/or driving licence in Ireland?*

Yes No

If yes, which one?

Learner Permit Driving Licence

Driver number* (if known)

(You will find this on field 5 of the paper licence or field 4d on a plastic card licence.)

2. Title

Mr Mrs Miss Ms Other (please specify)

3. First name(s)*

Name to appear on the licence. Acceptable photo ID must be provided in this name. Refer to list 1 on page 4 of the accompanying guidance notes.

4. Surname *

As it appears on your birth certificate

5. Full name

6. If your surname has changed since your last licence issued please indicate the reason

Marriage/Civil partnership Deed Poll Use of Irish name Divorce/Separation

Previous names

7. Address line 1*

Proof of address provided must match exactly the address given below. Please refer to list 2 on page 4 of the guidance notes.

Address line 2

Town*

County/City*

Eircode

Official Use

8. Date of birth*

Day

Month

Year

9. Gender*

Male Female

10. PPS number*

Original proof of PPS number must also be provided. See list 3 on page 4 of the guidance notes.

11. Place of birth*

If born in Ireland, please state County. If born outside of Ireland, please state Country.

12. Mobile no.*

Landline

Email address*

The NDLS will use these contact details to contact you in the event of issues with your application, dispatch of your licence and future renewal reminders.

13. Application type*:
 Renewal of driving licence. Please see option 1 of checklist
 Personal detail change. Please see option 4 of checklist
 Exchange of foreign licence. Please see option 7 of checklist
 First time driving licence. Please see option 2 of checklist
 Replace a lost or stolen licence. Please see option 5 of checklist
 Other(Reason): _____
 Add/remove a category. Please see option 3 of checklist
 Replace a damaged licence. Please see option 6 of checklist

14. *Please indicate here the category or categories that you wish to apply for.

For a definition of the categories please refer to www.ndls.ie

Group 1 Categories	Required please tick	Notes	Group 1 Categories	Required please tick	Group 2 Categories	Required please tick	Notes	Group 2 Categories	Required please tick
AM		Please refer to accompanying guidance notes in relation to IBT and application requirements	B		C		Please note. All applications for group 2 categories must be accompanied by a completed medical report dated within three months of application. Please also refer to the accompanying guidance notes in relation to CPC requirements	D	
A1			BE		CE			DE	
A2			W		C1			D1	
A					C1E			D1E	

15*. On receipt of this driving licence, will you hold a licence issued by another country? Yes No

If 'Yes', please provide details below:

Issuing country

Driving licence no.

16. If your licence was lost or stolen please sign the declaration below and get the declaration witnessed and stamped at your local garda station. Please note if you find or get your old licence back after applying for a replacement, the old licence will no longer be valid.

I declare my licence lost/stolen (circle as appropriate)

Signature of applicant

I certify that the applicant has declared his/her licence lost/stolen.

Name of garda

Signature of garda

GARDA DECLARATION

Garda Station Stamp

Part 3: Exchanging a Licence (See Part 3 of accompanying guidance notes)

17. Did you obtain your current full foreign licence by exchanging a licence from another country? Yes No

If 'Yes', please state the country where the original licence was obtained:

18. Is the licence you are exchanging, suspended, withdrawn, cancelled or are you disqualified? (If yes, refer to Q18 on page 1 of guidance notes and www.ndls.ie for further information) Yes No

19. I took up normal residence in Ireland on

Part 4: Organ Donation (See Part 4 of accompanying guidance notes)

20. Place an X in the box provided if you would like code 115 to appear on your driving licence indicating your wish to become an organ donor.

Application Checklist for Driving Licence

You must apply in person at any NDLS centre. You may book an appointment at www.ndls.ie

Option 1 - For all applications for driving licences you must supply;

- Application form for driving licence D401 (fully completed)
- Current/ most recent driving licence/learner permit
- If you do not have your most recent licence you must present a completed lost licence declaration (question 16 on D401)
- NDLS medical form (dated within three months) if required (see page 3 of guidance notes)
- Evidence of IBT if required (see page 3 of guidance notes)
- Evidence of CPC if required (see page 3 of guidance notes)
- Evidence of PPS number (list 3 on page 4 of guidance notes)
- If the address has changed since your last learner permit/driving licence was issued, you must provide evidence of new address (see list 2 on page 4 of guidance notes, must be dated within 6 months)
- Photographic ID (see list 1 on page 4 of guidance notes)
- Evidence of residency entitlement (see page 2 of guidance notes and also see list 4 on page 4 of guidance notes)
- Relevant fee (see page 2 of guidance notes)
- Your photograph and signature will be captured at the NDLS office

The following additional information is required when applying for;

Option 2 - Applying for your first driving licence

- Cert of competency (dated within 2 years)
- Current learner permit

Option 3 - Adding a category

- Cert of Competency (dated within 2 years)
- Current learner permit
- Current driving licence

Option 4 - Change of personal details

- Evidence of name change if name is changing (page 1, Q6 of guidance notes)
- Evidence of new address (dated within 6 months) if address is changing (see list 2 on guidance notes)
- A completed NDLS medical form (dated within three months) if your medical details have changed (see page 3 of guidance notes)

Option 5 - Replace a lost or stolen licence

- A completed lost licence declaration (see question 16 of application form)

Option 6 - Replace a damaged licence

- Photographic ID (see list 1 on page 4 of guidance notes)
- Damaged driving licence

Option 7 - Exchange a foreign licence from EU/EEA or a recognised state

- Evidence of residency entitlement (see list 4 on page 4 of guidance notes)
- Your current driving licence (please note, if your licence does not have a category start date you will need to provide an original Letter of Entitlement / Driver Statement from your relevant authority)
- If you do not have your licence you will need to present an original Letter of Entitlement/ Driver Statement from the appropriate licencing authority and complete the lost licence declaration (see question 16 on application form)
- If your licence is from an EU/EEA member state and is expired for less than 10 years, it must be accompanied by an original Letter of Entitlement/ Driver Statement from your relevant authority
- If your licence is from a recognised state and is expired for less than one year, it must be accompanied by an original Letter of Entitlement/ Driver Statement from your relevant authority
- If your licence is from a recognised state you must present an eyesight report form D502
- Certified translations are required for all Letter of Entitlement/Driver Statements which are not in English or Irish

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 FOR THE MAP AND ADDRESS OF YOUR NEAREST CENTRE.

Data Protection

The RSA will treat all information and personal data you supply as confidential. The information requested on this form is necessary for the purposes of processing your application for a learner permit/driving licence. The information provided in your application will be processed by the RSA and/or its agents solely for the purposes of processing your application, carrying out our obligations, providing services to you and managing our relationship with you.

The RSA may disclose personal data internally and to its agents, contractors and service providers to the extent reasonably required for the purposes described above. Such data may also be shared with other entities but only as permitted by law. Personal data may be subject to disclosure under section 60 of the Finance Act 1993 (No. 13 of 1993) as amended by section 86 of the Finance Act 1994 (No. 13 of 1994) and regulations made thereunder. Public Service Identity data provided by you may be used to maintain/authenticate your Public Service Identity, under section 262(5) of the Social Welfare Consolidation Act - 2005 (as amended). Public Service Identity data may only be shared with other public bodies under this provision.

The RSA will process your details in accordance with its obligations under the Data Protection Acts and Regulation (EU) 2016/679 General Data Protection Regulation (GDPR). This includes taking all reasonable steps (including appropriate technical and organisational security measures) to protect personal data. An electronic version of all information contained in this application may be retained for a period of at least 20 years.

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your Personal Data: The right to access your Personal Data; The right to request the rectification and/or erasure of your Personal Data; The right to restrict the use of your Personal Data; The right to object to the processing of your Personal Data; The right to be forgotten in certain circumstances; and The right to receive your Personal Data, which you have provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you wish to avail of any of these rights, please contact the Data Protection Officer at Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo F26 V6E4 or via email to dataprotection@rsa.ie. Your request will be dealt with without undue delay and in any event within one month of receipt of the request.