

Part 2: Licence Details (See Part 2 of accompanying guidance notes)

14. Application type: First time Renewal Exchange Replacement
If replacement, please specify the reason:
Add/remove categories Personal detail change Lost/stolen Damaged
Other (please specify)

15. If your licence was lost or stolen or damaged please sign the declaration below and get the declaration witnessed and stamped at your local Garda Station.

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

Signature of Applicant

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

Name of Garda

Signature of Garda



16. Licence category required:

B BE AM A1 A2 A D1 D D1E DE C1 C C1E CE W

17. On receipt of this driving licence, will you also hold a valid driving licence from any other country? Yes No

If 'Yes', which country?

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

18. Do you currently hold a driving licence issued by another country? Yes No

If 'Yes', please provide details below:

Issuing country

Driving licence no.

19. Has the licence you are exchanging for an Irish licence been obtained on foot of an exchange of another licence from another country? Yes No

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

20. I took up normal residence in Ireland on
Day Month Year

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

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

Part 5: Driver Fitness (See Part 5 of accompanying guidance notes)

22. Do you need to wear glasses or lenses for driving? Yes No
(If yes Code 01 will be added to your licence)
If in the past you answered 'Yes' to this question and are now answering 'No' you must provide a current eyesight report with your application.
- Health and Fitness**
- Have you ever had, or do you currently suffer from, any of the following conditions?
23. Diabetes treated by insulin and/or sulphonylurea tablets. Ask your doctor whether you are on these or not. No need to tell us if managed by other tablets and/or diet. Yes No
24. Epilepsy Yes No
25. Stroke or TIAs¹ with any associated symptoms lasting longer than one month Yes No
26. Fits or blackouts Yes No
27. Any type of brain surgery, brain abscess or severe head injury involving in-patient treatment or brain tumour or spinal injury or spinal tumour Yes No
28. An implanted cardiac pacemaker Yes No
29. An implanted cardiac defibrillator (ICD)² Yes No
30. Repeated attacks of sudden disabling dizziness Yes No
31. Any other chronic neurological condition such as multiple sclerosis, motor neurone disease, Parkinson's disease and Huntington's disease Yes No
32. Persistent alcohol misuse or dependency Yes No
33. Persistent drug misuse or dependency Yes No
34. Serious psychiatric illness or mental health problems Yes No
35. Parkinson's disease Yes No
36. Sleep Apnoea syndrome Yes No
37. Narcolepsy Yes No
38. Any condition affecting your peripheral vision Yes No
39. Total loss of sight in one eye Yes No
40. Any condition affecting both eyes, or the remaining eye if you only have one eye (not including colour blindness or short or long sight) Yes No
41. A serious hearing deficiency which has worsened since your last application/renewal Yes No
42. Any persisting problem with arm(s) or leg(s) which needs driving to be restricted to certain types of vehicle or those with adapted controls* Yes No
43. Severe learning disability³ Yes No
44. (a) Is your vehicle adapted because of a physical disability to enable you to drive? Yes No
- (b) Has there been any deterioration in the disability since you last applied for a driving licence or a learner permit? Yes No

If you answered 'Yes' to any of the above questions 23 to 43 or 44(b), you will be required to submit a current medical report with your application.

¹A 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.

²An 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.

³If in doubt, please consult your family doctor. *which has worsened since your last application/renewal.

Part 6: Declaration by Applicant (See Part 6 of accompanying guidance notes)

45. I hereby declare that:

Ireland is my normal place of residence. I am not currently disqualified from holding a learner permit or driving licence. The address given is my normal residence. The accompanying supporting documents relate to me. The information I have given in this application is correct.

THIS DECLARATION MUST BE SIGNED BY THE PERSON TO WHOM THE LICENCE IS TO BE ISSUED

Applicant's signature

(Please keep signature within the box)

Day

Month

Year

How to apply

You must apply in person at any one of the new NDLS centres nationwide. Before attending the centre, please read the list of supporting documents required to complete your application. You will not need to provide photographs as your photograph will be captured in the centre. You will also be asked to provide your signature at the time of photograph capture. These will then appear on your licence. The centres will be open from 9am to 5pm each day Monday to Friday inclusive, and will remain open through lunch times. They will also open from 9am to 2pm on Saturdays. Any future change of opening hours will be communicated on www.ndls.ie

Identity validation

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. All customers must be 'normally resident' in Ireland and will be required to provide documents in support of their application to confirm their residency entitlement, identity, address and PPSN.

A full list of the types of documents that can be used in each category is available on page 4 of the accompanying guidance notes and on 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. Any documents you bring with you must be originals – photocopies will not be accepted. Identity documents may be retained by the National Driver Licence Service to enable the processing of the application. Should the Verification Officer in the NDLS centre retain any documents a receipt will be issued and the documents will be returned when the application is processed.

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 (driving test pass certificate) or a Theory Test Certificate. If you already have a licence or learner permit and are simply renewing it, bring this with you too.

Locations

The locations of all of the NDLS centres are included on page 4 of the accompanying guidance notes and are also available on www.ndls.ie

Postal applications

Postal applications will be accepted by the National Driver Licence Service from early 2014. This will only apply if you have already had an application for a driving licence and/or learner permit accepted by an NDLS centre on or after 29 October 2013 and had your identity validated at the time.

If submitting a postal application to renew or replace your licence and your image on your licence is more than five years old or you wish to submit alternative photographs, you may do so. The photographs must meet the quality requirements set out on www.ndls.ie

The address for postal applications is:
National Driver Licence Service
PO Box 858
Southside Delivery Office
Cork
Ireland

Office
Use
Only

Fees and payment

The fees for the driving licence are set out below:

Type of Licence	Cost
Ten year licence (or period greater than three years)	€55
Three year licence (issued on age and medical grounds)	€35
One year licence (issued on medical grounds)	€25
Adding a new licence category to an existing car licence	€35
To exchange a foreign licence	€55
To replace a licence exchanged abroad	€35
Change of personal details	No fee
Licence for over 70s	No fee

The National Driver Licence Service will accept the following payment methods with your application:

- Cash (where you attend in person at the NDLS centre)
- Cheque
- Bank draft
- Money order
- Debit card / credit card / prepaid credit card

The NDLS will only accept one method of payment for each application. The NDLS will only accept one payment for one application – a single payment for multiple applications will not be accepted.

Cheque, bank drafts or money orders must be made payable to 'National Driver Licence Service (NDLS)'. For applications paid for by cheque, please note that those applications will be placed on hold until the cheque clears.

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 the payment.

For security reasons, cash should not be included with postal applications, nor should debit or credit card details.

Further information

For further information please refer to www.ndls.ie For further support you may email info@ndls.ie or call Customer Services at 0761-087-880