

# Application Form – D401 Driving Licence



**National Driver Licence Service**  
An tSeirbhís Náisiúnta um Cheadúnais Tíomána

This form allows you to apply for a driving licence if you:

- Have passed a driving test within the last two years
- Hold a driving licence that is due to expire within three months and you want to renew it
- Held a driving licence that expired less than 10 years ago and you want to renew it
- Are exchanging a driving licence issued by another EU Member State or any other country with which Ireland has an exchange arrangement
- Are replacing a lost/stolen or damaged licence
- Are changing personal details on your current licence

Please read guidance notes attached before completing this form. **Please complete this form in Block Capitals using a Black Ballpoint pen.**

## Part 1. Personal Details (see note 2)

1. Title Mr  Mrs  Miss  Ms  Other

2. First name(s)

3. Surname

If you are known by a name other than above please complete below

4. Known as

If your name has changed since the last licence issued please complete below

5. Previous name

Reason for name change

Marriage  Deed poll  Irish name  Divorce/Separation  (see note 2)

6. Address

Town/City

County

Place of birth

If born in Ireland please state county. If abroad please state country above

7. Gender Male  Female

8. Contact number (mobile preferred)

9. Date of birth

10. PPSN

11. Email

12. Notification Email  SMS

This will help us to send you information relating to your licence

## Part 2. Licence Details (see note 3)

13. Licence category required

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

14. Application type

First Time  Renewal  Exchange  Medical fitness changes  Replacement

If replacement, please specify

Damaged  Add/remove categories  Lost or stolen  Personal detail change  Other  Please specify \_\_\_\_\_

If your licence was lost/stolen or damaged you must complete the declaration in part 6 in your local Garda station



30. Any other chronic neurological condition such as multiple sclerosis, motor neurone disease, Parkinson's disease and Huntington's disease Yes  No
31. A serious problem with memory or periods of confusion 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 disability<sup>3</sup> 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 22 to 43 or 44(b) you will be required to submit a medical report (D501) with your application.**

<sup>1</sup>A 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.

<sup>2</sup>An 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.

<sup>3</sup>If in doubt please consult your family doctor.

Please proceed to Part 6 on page 5 and complete Questions 45 and 46.

Please also ensure to sign the Declaration in the white box at the bottom of page 5. This signature will appear on your new licence. Please ensure to sign using a **Black Ballpoint pen** and keep your signature within the white space.

## MOTOR TAX OFFICES CONTACT NUMBERS FOR PUBLIC ENQUIRY

County Council	Address	Phone Number	Email
<b>Carlow</b>	Athy Road, Carlow	059 9170342	motortax@carlowcoco.ie
<b>Cavan</b>	Courthouse, Cavan	049 4378430	motortax@cavancoco.ie
<b>Clare</b>	1. New Road, Ennis 2. Ennistymon Office	065 6844661 065 7071017	motortax@clarecoco.ie
<b>Cork</b>	Model Business Park, Model Farm Road, Cork	021 4544566	motortax@corkcoco.ie
<b>Dublin City</b>	1. Block B, Blackhall Walk, Queen Street, Dublin 7 2. 9 <sup>th</sup> Lock Road, Clondalkin 3. Ballymun Civic Centre, Main Street, Ballymun	01 2228000 01 2228300 01 2228250	motortax@dublincity.ie
<b>Donegal</b>	1. The Three Rivers Centre, Lifford 2. Neil T. Blaney Road, Letterkenny 3. Malin Road, Carndonagh 4. Gweedore Road, Dungloe 5. Main Street, Milford 6. Drumlonagher, Donegal Town	074 9153900	motortax@donegalcoco.ie
<b>Galway</b>	1. County Hall, Prospect Hill, Galway 2. Civic Offices, Bridge Street, Ballinasloe 3. An Cheathrú Rua	091 509099 090 9648090 091 595788	motortax@galwaycoco.ie
<b>Kerry</b>	Rathass, Tralee	066 7122300	motortax@kerrycoco.ie
<b>Kildare</b>	Áras Chill Dara, Devoy Park, Newbridge Road, Naas	045 980591	motortax@kildarecoco.ie
<b>Kilkenny</b>	County Hall, John's Street	056 7794100	motortax@kilkennycoco.ie
<b>Laois</b>	County Hall, Portlaoise	057 8664009	corpaffairs@laoiscoco.ie
<b>Leitrim</b>	Áras an Chontae, Carrick-on-Shannon	071 9620005	mtax@leitrimcoco.ie
<b>Limerick</b>	Lissanalta House, Dooradoyle	061 496500	mto@limerickcoco.ie
<b>Limerick City</b>	City Hall, Merchant's Quay	061 407100/407112/407256	motortax@limerickcorp.ie
<b>Longford</b>	Great Water Street	043 3343400	motortax@longfordcoco.ie
<b>Louth</b>	1. Millennium Centre, Dundalk 2. Fair Street, Drogheda	042 9353170 041 9876160	motortax@louthcoco.ie droghedashop1@louthcoco.ie
<b>Mayo</b>	1. Glenpark, The Mall, Castlebar 2. Belmullet 3. Ballina	094 9047600 097 81004 096 76100	motortax@mayococo.ie
<b>Meath</b>	County Hall, Navan	046 9022416	motortax@meathcoco.ie
<b>Monaghan</b>	Market Street, Monaghan	047 81175	motortax@monaghancoco.ie
<b>Offaly</b>	Áras an Chontae, Charleville Road, Tullamore	057 9346831	motortax@offalycoco.ie
<b>Roscommon</b>	Abbey Street	090 6637250	motortax@roscommoncoco.ie
<b>Sligo</b>	1. Cleveragh Retail Park 2. Tubbercurry one-stop	071 9111830 071 9111706	motortax@sligococo.ie
<b>North Tipperary</b>	Civic Offices, Limerick Road, Nenagh	067 44701	motortax@northtippcoco.ie
<b>South Tipperary</b>	1. Emmet Street, Clonmel 2. Friar Street, Cashel	052 6134444 062 64700	motortax@southtippcoco.ie cashelmotortax@southtippcoco.ie
<b>Waterford County</b>	Shandon Road, Dungarvan	058 22087	motortaxinfo@waterfordcoco.ie
<b>Waterford City</b>	The Deanery, Cathedral Square	051 309900	motortax@waterfordcorp.ie
<b>Westmeath</b>	1. County Buildings, Mullingar 2. Main Street, Athlone	044 9332182 090 6442187	secretar@westmeathcoco.ie
<b>Wexford</b>	Carricklawn, Wexford	053 9196333	motortax@wexfordcoco.ie
<b>Wicklow</b>	County Buildings, Wicklow	0404 20118	motortax@wicklowcoco.ie

## Office Use Only

Driver Number

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Date of Birth (DDMMYYYY)

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Serial Number

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Remarks

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Do not attach your photo

### Part 6. Declaration By Applicant – Tick boxes below (see note 10)

#### 45. I hereby declare that

Ireland is my normal place of residence (see note 2)

I am not currently disqualified from holding a learner permit or driving licence

The address given is my normal place of residence

The accompanying photographs and supporting documents relate to me


46. If your licence was lost/stolen or damaged and is unreadable, please have the Garda declaration below stamped at your local Garda Station (see note 3)

### Checklist

Your application for a driving licence should include:

In all cases

- A completed signed application form
- Two photographs on white background – **signed** on back (see note 8)
- Your current or most recent driving licence and/or learner permit (see note 3)
- The appropriate fee (see note 9)


And if required in your case (Please see guidance notes)

- An original birth certificate (see note 2)
- Photographic identity (see note 2)
- Evidence of address (see note 2)
- An eyesight report (see note 7)
- A medical report (see note 7)
- Pass driving test certificate (see note 3)
- Evidence of change of name (see note 3)
- Certificate of Professional Competency (CPC) theory test and practical knowledge test (see note 3)
- Certificate of Satisfactory Completion Initial Basic Training (Motor Cycles)


<b>GARDA DECLARATION</b>	
Garda Station Stamp	
	Initial of Garda _____

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

Applicant's Signature:

(please keep signature within box)

*John Smith*



Date of Application:

D	D	M	M	Y	Y	Y	Y
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This signature will appear on your licence.  
You must use a Black Ballpoint pen or your application may be returned.

# Guidance Notes for Completion of your Licence Application Form

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## 1 INTRODUCTION

In Ireland a driving licence is issued to drivers who pass a driving test while learner permits are for those learning to drive. This form is for a driving licence and lets you:

- Apply for a first time licence or renew an existing licence (complete all parts of the form).
  - Replace a lost, stolen or damaged licence (complete parts, 1,2, 4, 5 and 6 of the form). Where the damaged licence can be enclosed and is readable it will not be necessary to have the Garda declaration at part 6 completed.
  - Add on new licence categories after you pass a driving test (complete all parts of the form). If the new categories are Group 2 vehicles (e.g. trucks and buses) then you will have to complete a medical report (D501) from your Doctor – see note 7.
  - Advise of a change to your health that affects your driving (complete all parts of the form).
  - Advise of a change of personal details, (e.g. name or address – complete parts 1,2, 4 and 6 of the form).
  - Exchange a licence from another country for an Irish one (complete all parts of the form). See note 7 to see if you need to complete part 5 in your case.
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## 2 PERSONAL DETAILS

All of the information requested in this part is necessary and must be completed in full. In accordance with rules on data protection your data may be shared with other State Agencies to enable your identity and entitlement to a licence to be verified. We may from time to time contact you by email or text with information about your driving licence. We will not give your information to any third party except in accordance with the law.

To apply for a licence you must 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. Where a person lives some part of the year outside of Ireland the question of personal, family and community ties helps determine whether or not you are normally resident.

Your address should be the place at which you are normally resident; for a student this generally means a family home. If you are applying for a personal details change on an existing licence please see note 3.

PPSN is a Personal Public Service Number, which is a unique identifier that helps you access state benefits. If you do not have a number or are unable to trace it please contact the Department of Social Protection and they will give you the necessary information. PPSN is mandatory and must be completed.

Where you already hold or held an Irish licence or learner permit and your personal details have not changed we will not normally need evidence of identity unless reporting licence lost or stolen. We will contact you directly if we need more information. Where you have not previously held an Irish licence or learner permit you must submit photo identity, evidence of age and confirmation of your address. Acceptable photo identity documents are Passport, Department of Social Protection Services Card, Garda National Immigration Bureau Card and EU Identity Card. Acceptable evidence of address includes utility bills (e.g. electricity, gas and telephone providers), as well as bank, credit union or credit card statements. Evidence of age must be provided by submitting your original birth certificate or current passport. We will return the documents directly to you once validated.

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## 3 LICENCE DETAILS

This part of the form tells us why you are applying for a licence. It will mean in some cases you will have to give us some supporting documents.

The licence type required is for the vehicle you want to drive. The table in this note will give you the vehicle category description for each vehicle.

- If you are applying for a first time driving licence you have to enclose your learner permit and your pass driving test certificate (Certificate of Competency), or in some cases for motorcycles a Certificate of Satisfactory Completion Initial Basic Training (Motor Cycles). If you do not have your learner permit you must get the Garda declaration in part 6 stamped at your local Garda station.
- If you are renewing your licence you must include your most recently issued driving licence. If you do not have your licence you must get the Garda declaration in part 6 stamped at your local Garda station.
- If you are adding extra licence categories to your existing licence please enclose your pass driving test certificate (Certificate of Competency), or in some cases for motorcycles a Certificate of Satisfactory Completion Initial Basic Training (Motor Cycles). You may also need a medical report (form D501) – see note 7.
- If your licence/permit was lost or stolen you must have the Garda declaration in part 6 of the form stamped at your local Garda station – see note 2.
- If you are replacing a damaged licence please enclose the damaged licence; if unable to do so you must have the Garda declaration in part 6 of the form stamped at your local Garda station.
















- If you are applying for a name or address change, you must supply supporting information, (e.g. marriage certificate, divorce/separation confirmation, deed poll confirmation). Original documents are needed in each case. In the case of an address change please supply copy of a utility bill (copy of online bill will be accepted) with your name and new address.
- If a medical condition affects your driving you will need a medical report (D501) completed by your Doctor – see note 7.

- If you are exchanging your licence for an Irish one you must surrender the licence being exchanged. This licence will be sent to the country of issue by us when your Irish licence issues.

It is against the law to hold another EU licence at the same time as the licence for which you are now applying. Question 15 asks you to confirm that you do not hold two licences at the same time.

The Table below describes each vehicle in a licence category. This will help you identify the licence that you want to apply for.

Table – Summary Description of Licence Categories

Licence Categories	Description relating to licence from 19 January 2013	Minimum age and other conditions for holding a licence
 AM	Mopeds. Light quadricycles.	16
 A1	Motorcycles with an engine capacity not exceeding 125cc, with a power rating not exceeding 11 kW and with a power to weight ratio not exceeding 0.1 kW/kg. Motor tricycles with a power rating not exceeding 15 kW.	16
 A2	Motorcycles with a power rating not exceeding 35 kW, with a power to weight ratio not exceeding 0.2 kW/kg and not derived from a vehicle of more than double its power.	18
 A	Motorcycles. Motor tricycles.	20 (Progressive access) 24 (Direct access)
 B	Vehicles (other than motorcycles, mopeds, work vehicles or land tractors) having a MAM <sup>1</sup> not exceeding 3,500 kg, designed and constructed for the carriage of no more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> weight of the trailer is not greater than 750 kg. The combined MAM <sup>1</sup> weight of the drawing vehicle and trailer must not be greater than 3,500 kg. Quadricycles (other than those covered by AM) also come under this category.	17
 BE	Combination of drawing vehicles in category B and trailer where the MAM <sup>1</sup> of the trailer is not greater than 3,500 kg.	17 (You must hold a full B licence before getting a BE permit)
 W	Work vehicles and land tractors.	16
 C	Vehicles (other than work vehicles or land tractors) having a MAM <sup>1</sup> exceeding 3,500 kg, designed and constructed for the carriage of no more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	18 with CPC 21 without CPC (You must hold a full B licence before taking out a C permit)
 CE	Combination of drawing vehicles in category C and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	18 with CPC 21 without CPC (You must hold a full C licence before taking out a CE permit)
 C1	Vehicles in category C having a MAM <sup>1</sup> weight not exceeding 7,500 kg, designed and constructed for the carriage of no more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	18 (You must hold a full B licence before taking out a C1 permit)
 C1E	Combination of drawing vehicles in category C1 and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg and where the MAM <sup>1</sup> of the drawing vehicle and trailer combined does not exceed 12,000 kg. Combination of drawing vehicles in category B with trailer where the MAM <sup>1</sup> of the trailer is greater than 3,500 kg and where the MAM <sup>1</sup> of the drawing vehicle and trailer combined does not exceed 12,000 kg.	18 (You must hold a full C1 licence before taking out a C1E permit)
 D	Vehicles designed and constructed for the carriage of more than 8 passengers in addition to the driver and where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	21 with CPC 24 without CPC (You must hold a full B licence before taking out a D permit)
 DE	Combination of drawing vehicles in category D and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	21 with CPC 24 without CPC (You must hold a full D licence before taking out a DE permit)
 D1	Vehicles in category D designed and constructed for the carriage of not more than 16 passengers in addition to the driver with a maximum length not exceeding 8 metres and where the MAM <sup>1</sup> of the trailer is not greater than 750 kg.	21 (You must hold a full B licence before taking out a D1 permit)
 D1E	Combination of drawing vehicles in category D1 and trailer where the MAM <sup>1</sup> of the trailer is greater than 750 kg.	21 (You must hold a full D1 licence before taking out a D1E permit)



From 19 January 2013 licensing rules for some vehicles/ drivers have changed. For more on this and other general licensing information please check our website [www.rsa.ie](http://www.rsa.ie)

MAM<sup>1</sup> Maximum Authorised Mass (also known as Design Gross Vehicle Weight D.G.V.W) means design laden weight. Manufacturers generally refer to it as gross vehicle weight (g.v.w.) and it is usually displayed on a metal plate attached to the vehicle by the manufacturer.

A person applying for a truck licence in category C or CE must be aged 21 before taking out a licence; the exception to this is that a licence at minimum age 18 can be applied for where a Certificate of Professional Competence (CPC) is being applied for as part of the licence. A person applying for a bus licence in category D or DE must be aged 24 before taking out a licence; the exception to this is that a licence at minimum age 21 can be applied for where CPC is being applied for as part of the licence. More information on CPC can be found on [www.rsa.ie/cpc](http://www.rsa.ie/cpc).

#### 4 PERIOD OF LICENCE

A driving licence for Group 1 vehicles (covering works vehicles, cars and motorcycles) normally lasts for a period of 10 years. There are some exceptions to this rule – if you are over 70 years of age or have a medical condition a licence for three years or for a shorter period may be specified by your Doctor. If you are over age 60 your licence will be granted up to age 70, if you are aged over 67 but less than 70 years of age a three year licence will be granted.

A driving licence for Group 2 vehicles (trucks, buses and articulated vehicles) normally lasts for five years.

#### 5 EXCHANGING A LICENCE

You can exchange any licence from another EU country, from the following EEA countries: Iceland, Liechtenstein and Norway and from the following recognised states: Australia, Japan, New Zealand, South Africa, South Korea, Switzerland and Taiwan.

You must surrender the exchange licence with your application for an Irish licence. Where you are exchanging an EU licence the licence can have expired for up to ten years, while a licence from a recognised state or an EEA country can have expired for no more than one year to be eligible for exchange. You must also provide details if the licence you want to exchange was issued following an earlier exchange. If you are exchanging a licence which includes Group 2 vehicles (e.g. trucks and buses), or if you suffer from a condition set out in part 5 of the application form that requires a medical report (D501) then you must include a medical report with your application. Where the licence being exchanged is from a country outside the EU you must include an eyesight report (D502) with your application. Photo identity must be produced.

#### 6 ORGAN DONATION

If you wish to donate your organs you can record this on your licence. The licence will contain a code that will make medical professionals aware of your intention. However, in keeping with the current legal position, your next of kin will be consulted in the event of any decision of this nature.

#### 7 HEALTH AND FITNESS TO DRIVE

Drivers must meet a certain standard of medical fitness in order to drive safely. If your Doctor advises you to stop driving it is then an offence to continue driving and it also affects your insurance cover. A higher standard of medical fitness is needed for drivers of trucks or buses, described as Group 2 drivers as opposed to drivers of cars, motorcycles or works vehicles who are described as Group 1 drivers.

For more information on medical standards for Group 1 drivers see “Sláinte agus Tiomáint” document on [www.rsa.ie](http://www.rsa.ie). A similar document for Group 2 drivers will be available shortly.

- Every driver over the age of 70 applying for a licence must provide a medical report (D501) from a Doctor with an application for a driving licence.
- Every Group 2 licence application must include a medical report (D501) from a Doctor.
- Where questions under Health and Fitness in part 5 of the application form are answered ‘Yes’ a medical report (D501) will be needed.
- On the basis of the information on your application form the licensing authority can ask you to submit a medical report (D501) from your Doctor. Your Doctor must be registered on the General Register of Medical Practitioners in Ireland.

An eyesight report (D502) is not required where a medical report is provided unless indicated by the Doctor. Medical Form (D501) and Eyesight Form (D502) can be downloaded from [www.rsa.ie](http://www.rsa.ie) or you can get copies in your local Motor Taxation Office.

Some questions in part 5 of the application form may require advice from your Doctor in order to be answered. 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).

An eyesight report (D502) is needed where you previously wore glasses/lenses and are no longer required to do so. It is also needed in certain cases when exchanging a licence from another country – see note 5.



## 8 PHOTOGRAPHS

Two identical photographs must be included with your application and both must be signed on the back. As your photograph will be scanned on to your licence it is essential that it meets the standard for driving licences.

- Recent photograph no more than six months old.
- Photographs must be in colour.
- Minimum size 35mm x 45mm, maximum size 38mm x 50mm.
- Photographs must show a full frontal view with the head centred and not tilted in the photographs.
- Photographs must be sharp and clear and taken against a plain white background; a dark background is not acceptable.
- Sunglasses must not be worn, but lightly tinted glasses that show the person's eyes can be worn. If lighting reflections cannot be removed then the glasses themselves should be removed.
- Head coverings, other than for religious reasons are not allowed and hair bands are not acceptable.
- Photographs must show the whole face including the chin and top of the head.
- Photographs should not have a 'red eye' effect.



This photograph is an example of an acceptable photograph for a driving licence. Helpful information on photograph standards that also apply to driving licences is available by visiting [www.dfa.ie](http://www.dfa.ie) and clicking on the Passport Photographs link.

## 9 FEES

The fee for the driving licence is 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

Cheques, bank drafts and postal orders for the appropriate fee should be made payable to the Local Authority to which you are applying.

## 10 DECLARATION

In this part you confirm that all the information given is true and accurate; giving false information is an offence under the Road Traffic Acts and penalties apply. If you are applying for a replacement licence because your licence was lost or stolen or if it was damaged (and cannot be submitted with your application) you must complete the Garda declaration and have it stamped at your local Garda Station.

## 11 SUBMITTING AN APPLICATION

You should apply to the Motor Tax Office in the County/City in which you reside for a driving licence.

## 12 DATA PROTECTION

Information contained in this form 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. List of disclosees is registered with the Data Protection Commissioner.

## 13 FURTHER INFORMATION

If you need more information please visit [www.ndls.ie](http://www.ndls.ie) or contact your local Motor Taxation Office – you will find the number in the green pages of your local telephone directory.





# National Driver Licence Service