

APPLICATION FORM FOR DIGITAL TACHOGRAPH DRIVER CARD



Use the checklists below to make sure that your application is complete before you return it.

Have you considered applying for your driver card online? It's quicker and you can save €15. See www.rsa.ie for full details.

FOR FIRST-TIME APPLICATIONS

Please tick ✓ to confirm that your application is complete.

- Complete sections **1, 2, 3, 4, 6, 7** and **9** in BLOCK capitals and in **black** ink. Remember to sign the Declaration at section **7**.
- Clear photocopy of front and back of valid driving licence.
- Clear photocopy of either a valid passport or birth certificate.
- €60 payment.
- Passport-size photograph (signed on back by Garda) – see sections **6** and **7**.
- If you are the holder of a non-Irish EU driving licence, submit proof of residence – see **Proof of residence** on page 2.

FOR RENEWAL OF YOUR DRIVER CARD

Please tick ✓ to confirm that your application is complete.

- Complete sections **1, 2, 3, 4, 7** and **9** in BLOCK capitals and in **black** ink. Remember to sign the Declaration at section **7**.
- If you want to change your photograph, submit a new passport-size photograph (signed on the back by a Garda) and have the Garda complete section **6** of this application form.
- €60 payment.
- If you are the holder of a non-Irish EU driving licence, you need to submit a photocopy of your valid driving licence and proof of residence – see **Proof of residence** on page 2.

FOR REPLACEMENT OF YOUR DRIVER CARD

Please tick ✓ to confirm that your application is complete.

- Complete sections **1, 2, 3, 4, 5, 7** and **9** in BLOCK capitals and in **black** ink. Remember to sign the Declaration at section **7**.
- If you are the holder of a non-Irish EU driving licence, you need to submit a photocopy of your valid driving licence.
- €60 payment.
- If your existing card was lost or stolen, please provide Garda report referenced in section **5 (A)**.
- If your existing card was damaged or malfunctioning, please attach the card and supply details referenced in section **5 (B)**.

FOR EXCHANGING AN EXISTING VALID DRIVER CARD

Please tick ✓ to confirm that your application is complete.

- Complete sections **1, 2, 3, 4, 6, 7, 8** and **9** in BLOCK capitals and in **black** ink. Remember to sign the Declaration at section **7**.
- Clear photocopy of front and back of valid driving licence.
- Clear photocopy of either a valid passport or birth certificate.
- €60 payment.
- Passport-size photograph (signed on back by Garda) – see sections **6** and **7**.
- If you are the holder of a non-Irish EU driving licence, submit proof of residence – see **Proof of residence** on page 2.

See page 2 for more information about your application and for details of where to send it. 

Proof of residence

You need to provide proof of residence in the following cases:

- You are the holder of an EU driving licence other than an Irish one; or
- You are applying for renewal of an existing Irish Driver Card and you currently hold an EU driving licence other than an Irish one.

Proof of residence can be a photocopy of:

- A PPSN letter issued to you at your current address by the Department of Social Protection; or
- A utility bill (electricity, gas or phone) or a bank statement issued to you at your current address and dated within three months of your application.

Supplying a photograph

If you are applying for your first Digital Tachograph Driver Card, you must provide a passport-size photograph signed and witnessed by a Garda. The Garda must also witness your signature – see sections 6 and 7 of this form. The Garda must stamp the form with the station stamp and this must be dated within three months of your application.

When you are **renewing** or **replacing** an existing Driver Card, you don't have to supply a new photograph, but you can if you want to. The photograph must be passport-size and must be witnessed and signed on the back by a Garda – see sections 6 and 7 of this form. The new photograph you provide will replace the one held on your file and shown on your Driver Card.

As an alternative to having your signature and photograph witnessed by a Garda, you can apply in person at the office of the RSA (address at the bottom of this page). In this case a member of RSA staff can witness your signature and photograph.

Payment

When the application is submitted by post, the fee for a Digital Tachograph Driver Card is €60. Please complete the credit or debit card payment instruction (see section 9 of this form).

When the application is submitted online, the fee for a Digital Tachograph Driver Card is €45. For more information about making your application online, see www.rsa.ie.

Processing

You will not be issued with a receipt for this application, but if your application is successful, you should receive your Digital Tachograph Driver Card within three to four weeks. If your application is incomplete or invalid, it will be returned to you immediately.

Please ensure that you allow adequate time for your application to be processed. Note that online applications have a faster turnaround time.

Data protection

Data held on your Driver Card may be exchanged with the appropriate authorities in other Member States, for enforcement purposes.

Queries?

If you have any queries about completing this form, please contact the Authority:

Telephone: (091) 872600
Fax: (091) 872660
Email: digitaltacho@rsa.ie
www.rsa.ie

Checking and sending your application



Use the checklists on page 1 to check that your application is complete.

Once you have ticked all the relevant boxes, your application is ready to be submitted.

Where to send your application

Send the completed application form or submit it in person to:

Road Safety Authority
Clonfert House
Bride Street
Loughrea
Co. Galway.

Remember to enclose all relevant documents (see the checklists).

1. TYPE OF APPLICATION

(Please tick ✓ as appropriate)

- First-time application
- Replacement card
- Exchange card
- Renewal card

Date current card expires:
(This is at point 4b of your Driver Card)

Day		Month		Year					

2. DETAILS OF APPLICANT

Surname	
First name	
Current address	
Date of birth	
PPSN	
Place of birth (country)	
Daytime phone number	
Mobile phone number	
Email address	

The RSA has my permission to use my mobile phone number to contact me.

yes

no

3. DETAILS OF DRIVING LICENCE

Driving licence Irish Other EU

Driving licence number
OR
 Admin. number on plastic card driving licence

This is at point 5 of your driving licence OR at point 4d of your plastic card driving licence

Country of issue

Expiry date of licence / /
Day Month Year

4. OTHER DIGITAL TACHOGRAPH CARD DETAILS

Indicate in this section whether you are the holder of any other Digital Tachograph Card(s), and if you are, provide details.

Driver Card	yes <input type="checkbox"/>	no <input type="checkbox"/>	Issuing Authority	<input type="text"/> <input type="text"/>
				<small>(Dept of Transport, RSA or Authority of other Member State)</small>
Company Card(s)	yes <input type="checkbox"/>	no <input type="checkbox"/>	Company Name	<input type="text"/> <input type="text"/>
Workshop Card(s)	yes <input type="checkbox"/>	no <input type="checkbox"/>	Workshop Name	<input type="text"/> <input type="text"/>
Control Card	yes <input type="checkbox"/>	no <input type="checkbox"/>	Issuing Authority	<input type="text"/> <input type="text"/>
				<small>(Dept of Transport or RSA)</small>

5. FOR REPLACEMENT CARD ONLY

Complete this section if you already hold an Irish Digital Tachograph Driver Card and wish to replace your card. Please tick ✓ to indicate why you require a replacement card.

Existing card was lost – see (A) below

Existing card was stolen – see (A) below

Existing card was damaged – see (B) below

Existing card was confiscated – see (B) below

Existing card was malfunctioning – see (B) below

(A) If your existing card was lost or stolen, please provide the details below.

Surname																								
First name																								
Driving licence number OR Admin. number on plastic card driving licence																								
	This is at point 5 of your driving licence OR at point 4d of your plastic card driving licence																							
Where lost or stolen																								
	Locality																							
When lost or stolen																								
	Day						Month						Year											
This loss has been recorded at																								
	Garda station																							
Name of Garda																								
Signature of Garda																								
Rank																								
Garda number																								
Garda Report number																								
Phone																								
Date reported																								
	Day						Month						Year											

(B) If your existing card was **damaged** or **malfunctioning**, please attach card and supply details below. If your existing card was **confiscated** by an enforcement authority, please provide the reason why it was confiscated.

6. GARDA WITNESS FOR PHOTOGRAPH

Garda certification

I certify that the photograph (on the back of which I have signed my name) supplied with this application is a true likeness of the applicant who has signed the declaration at section 7 in my presence.

Date

Day: [] [] Month: [] [] Year: [] [] [] []

Name of Garda

[] []

Signature of Garda

[Empty signature line]

Rank

[] []

Garda number

[] []

Garda station

[] []

Phone

[] []

Station stamp

7. DECLARATION

I hereby apply for a Digital Tachograph Driver Card and I declare that the address indicated in Section 2 above is my place of normal residence and that the documents relate to me. I am aware that if I am disqualified from driving or my driving licence has been revoked for any reason I am not entitled to drive. I am also aware that a person who obtains or attempts to obtain a Driver Card by means of a fraudulent or deceptive statement or by producing a forged document commits an offence and is liable to be prosecuted.

Signed

• Keep your signature entirely within the white box •

[White signature box]

• Write in black ink only •

This signature will be affixed to your card. If you do not sign wholly within the box, your application may be returned to you.

Day: [] [] Month: [] [] Year: [] [] [] []

Place Photo here

See page 2 for information on supplying a photograph

Please remember to sign your application form in the white box above.

8. FOR EXCHANGE CARD ONLY

Complete this section if you already hold a valid Digital Tachograph Driver Card and wish to exchange your card.

Note: You will need to come to the RSA office in Loughrea, Co. Galway to exchange your card when the new card is manufactured. Before an exchange takes place, the information on the original Driver Card must be downloaded. If it is not downloaded, you will not have a record of your previous driving, work and break/rest activities, which may be sought by enforcement officers.

Details of original Driver Card

Country of issue																
Name of issuing authority																
Driver Card number																
This is at point 5b of your Driver Card.																
Date current card expires									This is at point 4b of your Driver Card.							
	Day		Month		Year											

Please tick ✓ to indicate why you wish to exchange your card.

- | | |
|---|--|
| <input type="checkbox"/> Change of name | <input type="checkbox"/> Change of photograph |
| <input type="checkbox"/> Change of driving licence number | <input type="checkbox"/> Exchange a foreign Digital Tachograph Driver Card for an Irish Digital Tachograph Driver Card |

9. PAYMENT

Have you considered applying for your Driver Card online? It's quicker and you can save €15. See www.rsa.ie for full details.

Please debit my VISA/Mastercard/American Express/Laser/Debit Card with the amount of €60.

Cardholder name																
Card number																
Expiry date																
CVV2 number			3-digit number on back of the card													