

APPLICATION FORM FOR DIGITAL TACHOGRAPH COMPANY CARD



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

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

APPLICATION CHECKLIST

Please tick ✓ to confirm that the application is complete.

- All sections of this form have been completed.
- €60 fee per card. Enter your credit or debit card details in section 5 of this form. Credit or debit card is the **only accepted method of payment**. Cash, postal orders, cheques or bank drafts are **not** accepted methods of payment.
- If you are applying for a replacement for a damaged or malfunctioning card, you must submit that card as part of the application.

Where to send your application

Send the completed application form to:

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

Remember to enclose all relevant documents (see the checklist above).

Processing

You will not be issued with a receipt for this application, but you should receive your Digital Tachograph Company Card within two 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.

If you apply online, you will receive an email to acknowledge receipt of the €45 fee and to confirm that your application is being processed. Note that online applications have a faster turnaround time.

Data protection

Please note that all of the information requested on this form is necessary for the purposes of processing your application for a digital tachograph card. If you fail to answer any of the questions set out in the application form, it will not be possible to process your application for a card.

The details set out in your application form will be processed by the RSA and/or its service providers solely for the purposes of processing your application and, where your application is successful, for our ongoing dealings with you in respect of your digital tachograph card. Your details may also be processed for statistical purposes. These statistics are used in such a way that individuals are not identified.

The RSA will process your details in accordance with its obligations under the Data Protection Acts 1998–2018 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.

The RSA may disclose personal data to its agents, contractors and service providers to the extent reasonably required for the purposes described above. Where third parties are used we do so in accordance with applicable law and require the third parties to ensure compliance with data protection legislation.

In addition to third party service providers, we may disclose personal data to An Garda Síochána, other road transport authorities and transport enforcement agencies in other EU member states or AETR states, where permitted or required by law.

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 us at dataprotection@rsa.ie. Your request will be dealt with without undue delay and in any event within one month of receipt of the request.

Queries?

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

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

1. TYPE OF APPLICATION

(Please tick ✓ as appropriate)

- First-time application
- Additional card
- Replacement card
- Renewal card

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

Day		Month			Year				

Current Card Number
(Account Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The first 13 digits on your Company Card (displayed at 5b), followed by 000.

Number of additional cards required

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2. DETAILS OF OPERATOR

Operator name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For sole traders, enter the name of the owner.
For companies, enter the name of the company as registered with the Companies Registration Office.

Address

Phone number

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Email address

Contact name

Contact's position
(for example, 'Manager', 'Owner')

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of operator

Haulage Passenger Please tick as appropriate.

Company Registration Number (CRN)

--	--	--	--	--	--	--	--	--	--

This is **mandatory** where the operator is a limited company.

OR

Owner's Personal Public Service Number (PPSN)

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This is **mandatory** where the operator is **not** a limited company.

3. FOR REPLACEMENT CARD ONLY

Complete this section if you already hold an Irish Digital Tachograph Company Card and wish to replace your card.

Please tick ✓ to indicate why you require a replacement card.

Existing card was lost or stolen

Existing card was damaged

Existing card was malfunctioning

Please submit your damaged or malfunctioning card

Details of damaged or malfunctioning card

If your existing card was damaged or malfunctioning, **please include the card with your application** and supply details here.

4. DECLARATION BY AUTHORISED PERSON

I confirm that I am a person authorised to apply for Digital Tachograph Company Cards on behalf of my company, and I declare that the information given by me in this application is correct.

First name	<input type="text"/>	
Surname	<input type="text"/>	
Signature	<input type="text"/>	
Date	<input type="text"/>	
Day	Month	Year

5. PAYMENT DETAILS

Have you considered applying for your Company Card online? It's secure, has a quicker turnaround time, you will be sent a confirmation email, and you can save €15 per card. See www.rsa.ie for full details.

The fee due is €60 for each Company Card.

Please debit my VISA/Mastercard/Visa debit card with the amount of:

Credit or debit card is the only accepted method of payment.

Cash, postal orders, cheques or bank drafts are not accepted methods of payment.

Cardholder name

Card number

Expiry date

CVV2 number

 3-digit number on back of the card

