



DATE:

Dear

I am writing to you following your contact with ADI Unit regarding the loss of your Certificate of Satisfactory Completion, which was issued to you after you completed your Initial Basic Training. If after making a thorough search for your Certificate, you cannot find it you should do the following:

- Report the loss to your local Garda Station
- Complete the enclosed form and return it to me together with the fee of €10 (Cheque or postal order made payable to the Road Safety Authority).

Please ensure that the attached form is duly stamped and signed by the Gardai and return to me at the address on the bottom of the enclosed form.

Yours sincerely,

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Breda Harney  
ADI Unit  
Tel: 096.25007  
[adi@rsa.ie](mailto:adi@rsa.ie)

**LOST CERTIFICATE OF SATISFACTORY COMPLETION**

Applicants Driver Number: 

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(This is a mandatory field: - Driver Number is **item 5** on your Learner Permit)

Applicant's Name and Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Serial number of original Certificate (if known) 

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Date of Birth: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name of IBT Instructor who conducted training: \_\_\_\_\_

Approximate Date training was completed: \_\_\_\_\_

Category Type Training was completed in: \_\_\_\_\_

**To be completed by Garda:** The above named reported at this Garda Station the loss/destruction of his/her Certificate of Satisfactory Completion of Initial Basic Training (Motorcycles).

\_\_\_\_\_  
MEMBER IN CHARGE

Garda Station Stamp

\_\_\_\_\_  
DATE

Please complete and return to ADI Unit, Road Safety Authority, Driver Testing Section, Primrose Hill, Ballina, Co. Mayo.