

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, 6, 7** and **8** 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, **showing higher categories**.
- €60 payment. Enter your credit or debit card details in section **8** of this form. Credit or debit card is **the only accepted method of payment**.
- Passport-size photograph (witnessed and signed on back by Garda) – see sections **6** and **7**. The photo should have a plain white or grey background.
- 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, 7** and **8** in BLOCK capitals and in **black** ink. Remember to sign the Declaration at section **7**.
- If your current photo is 10 years old (i.e. if you did not update it in your last renewal), you must submit a new photo. 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. The photo should have a plain white or grey background.
- €60 payment. Enter your credit or debit card details in section **8** of this form. Credit or debit card is **the only accepted method of payment**.
- If you are the holder of a non-Irish EU driving licence, you need to submit a photocopy of your valid driving licence (showing higher categories) 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, 5, 7** and **8** 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. Enter your credit or debit card details in section **8** of this form. Credit or debit card is **the only accepted method of 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 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** and **8** 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, showing higher categories.
- €60 payment. Enter your credit or debit card details in section **8** of this form. Credit or debit card is **the only accepted method of payment**.
- Passport-size photograph (signed on back by Garda) – see sections **6** and **7**. The photo should have a plain white or grey background.
- 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 and dated within three months of your application; 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** or your **second renewal**, 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. The photo should have a plain white or grey background.

When you are **making a first renewal** 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, must have a plain white or grey background, 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.

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 8 of this form). Credit or debit card is **the only accepted method of payment**. Cash, postal orders, cheques and bank drafts are **not** acceptable methods of payment.

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 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 individual applicants cannot be identified.

The RSA will process your details in accordance with its obligations under the Data Protection Acts 1988 and 2003. 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 we choose to have certain services provided by third parties. Where third parties are used, we do so in accordance with applicable law and take reasonable precautions regarding the practices employed by the service provider to protect personal information.

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 right, subject to certain exemptions, to obtain a copy of any personal data which the RSA holds about you and to correct any inaccuracies in such data. If you wish to avail of any of these rights, please contact us at the address below. Your request will be dealt with as soon as possible and in any event no longer than 40 days after your request.

The RSA may occasionally update this notice. We encourage you to periodically review the Data Protection notice to stay informed about how we handle the personal data we collect in relation to applications for digital tachograph cards.

Queries?

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

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

Completed application

Send the completed application form to:

Road Safety Authority **Remember to enclose all relevant documents (see the checklists on page 1).**
 Clonfert House
 Bride Street
 Loughrea
 Co. Galway.

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 (will be used for renewal reminders)	

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 Irish driving licence OR at point 4d of your plastic card driving licence

Country of issue

Expiry date of licence

Day Month Year

4. 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

Day Month Year This is at point 4b of your Driver Card.

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

- Change of name Change of photograph
- Change of driving licence number Exchange a foreign Digital Tachograph Driver Card for an Irish Digital Tachograph Driver Card

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) on page 6 below Existing card was confiscated – see (B) on page 6 below
- Existing card was malfunctioning – see (B) on page 6 below

Employment status Please indicate your employment status.

- Self-employed If you are an employee, please give employer's name and address:
- Employee

5. FOR REPLACEMENT CARD ONLY, continued

(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 Irish driving licence OR at point 4d of your plastic card driving licence																							
Where lost or stolen																								
	Locality																							
When lost or stolen	Day		Month		Year																			
When did you last use the card (approximate date)?	Day		Month		Year																			
This loss has been recorded at																					Garda station			
Name of Garda																								
Signature of Garda																								
Garda number													Station stamp											
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

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.

- Sign in presence of Garda and keep your signature entirely within the box •

Signed

- 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

Plain white or grey background only

Witnessed and signed on back by Garda

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

8. PAYMENT

Have you considered applying for your Driver 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.

Please debit my VISA/Mastercard/Visa debit card with the amount of €60. 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	<input type="text"/>
Card number	<input type="text"/>
Expiry date	<input type="text"/>
CVV2 number	<input type="text"/> 3-digit number on back of the card

