

Application for a Tachograph Driver Card

RSA

PLEASE NOTE: It is against the law to hold more than one valid Tachograph Driver Card

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

1. What are you applying for?

Please tick only one of the following boxes.

- a) A first Irish Tachograph Driver Card**
- **Irish Driving Licence holders** – Complete section **2, 3** and **7**. Please tick the box in Section 3 to consent to the use of your driving licence photo and signature for your Driver card. If you do not consent, then you will need to complete section **4** and attach a passport photo.
 - **Non-Irish Driving Licence holders** – you must have a valid EU/EEA Driving Licence to apply for a Tachograph Driver Card – *Complete section 2,3,4 and 7.
 - Attach passport-size photograph to section 3 (witnessed by Garda). The photo should have a plain white or grey back ground.
 - Submit a clear photocopy of front and back of valid driving licence.
 - Submit proof of residence. (see important notes).
- b) Renew my Irish Tachograph Driver Card**
- Renewal applications to be submitted 3 to 4 weeks before the expiry of your current card.
- **Irish Driving Licence holders** – Complete section **2, 3** and **7**. If your photo is 10 years old (i.e. you did not update it in your last renewal), please tick the box to consent to the use of your Driving Licence photo & signature in Section 3. If you do not consent, then you will need to complete section 4 and attach a passport photo.
 - If you have an Irish tachograph driver card issued under an EU/ EEA Driving licence and you now have an Irish Driving licence, then you need to complete a First Application (a) above)
 - **Non-Irish Driving Licence holders** – Complete section 2,3 and 7.
 - If your photo is 10 years old (i.e. you did not update it in your last renewal), please attach a passport photo and complete section 4.
 - Submit a clear photocopy of front and back of valid driving licence.
 - Submit proof of residence (see important notes).
- c) Replace my Irish Tachograph Driver Card as my previous card has been:**
- Lost Stolen Detained by Gardaí
- **Irish Driving Licence holders** – Complete Sections 2, 3, 4, 5 and 7.
 - **Non-Irish Driving Licence holders** – Complete Sections 2, 3, 4, 5 and 7. Submit proof of residence and copy of Driving Licence.
- d) Replace my Irish Tachograph Driver Card as my previous card is:**
- Malfunctioning Damaged
- **Irish Driving Licence holders** – If your card is malfunctioning or has been damaged you must return it with this application. Complete Section 2, 3, 6 and 7.
 - **Non-Irish Driving Licence holders** – If your card is malfunctioning or has been damaged you must return it with this application. Complete Section 2, 3, 6 and 7. Submit proof of residence and copy of Driving Licence.
- e) Exchange my Tachograph Driver Card**
- Only valid driver cards issued by other EU member states can be exchanged. Complete Section 2, 3, 4 and 7. Submit proof of residence and copy of Driving Licence. (see important notes).
 - If your existing card is issued under an EU Driving Licence and you now want it issued under your Irish Driving Licence, then you need to complete a First Application (a) above.

VISION
ZERO

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2. Your details

Your driving licence

| | |
|--|------------------|
| Country of Issue: | Expiry Date: / / |
| Driver Number (this can be found at field 4d on your licence): | |

If you do not have higher categories on your licence but you are required to have a tachograph driver card for the vehicle you are driving, then you will need to supply the following:

*Proof of ownership (copy of vehicle registration cert) or a letter from your employer confirming you are the driver of a lower category vehicle that requires a tachograph.

Your current/most recent Tachograph Driver Card if you have/had one.

| | |
|---|------------------|
| Country of Issue: | Expiry Date: / / |
| Driver Card number (This is at 5b on your driver card): | |

Personal details

| | |
|---|----------|
| Surname: | |
| First names: | |
| Date of birth: | |
| PPSN: | |
| Address: | |
| | Eircode: |
| Mobile Phone Number: | |
| Email address: | |
| Employment Status: <input type="checkbox"/> Self-Employed <input type="checkbox"/> Employee | |
| If Employee, Employers name and address: | |
| | |
| | |

3. Your declaration

We will not accept this application unless you sign below:

I declare that the address indicated in Section 2 above is my place of normal residence. 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 fraudulent or deceptive statement or by producing a forged document commits an offence and is liable to be prosecuted.

| | |
|---------------|-----------|
| Signature: | |
| Printed name: | Date: / / |

PLACE
PHOTO
HERE

Passport Photo (Section 4 must be completed by Garda for all Passport Photos)

Irish Driving Licence holders – please tick consent box below to use your Driving Licence photo & signature:

I consent to the use of my Driving Licence photo & signature

If you do not consent, then please attach photo and bring this form to your local Garda Station to have it signed by a Garda at Section 4.

Non-Irish Driving licence holders – please attach passport photo and bring this form to your local Garda Station to have it signed by a Garda at Section 4.

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4. Garda Certification for Section 3 and/ or Section 5

To be completed by Garda

Section 3 (Photo) – I certify that the photograph in Section 3 supplied with this application is a true likeness of the applicant who has signed the declaration at Section 3 in my presence.

Section 5 (Declaration for lost, stolen or detained cards)

| | |
|----------------|---------------|
| Name of Garda: | Date: / / |
| Signature | |
| Rank: | Garda Number: |
| Garda Station: | |

| |
|--------------------------------|
| Garda Station Stamp |
|--------------------------------|

5. Declaration for lost, stolen or detained Driver Cards

(Section 4 above must be completed by Garda)

For lost or stolen cards:

| | |
|--|---------------|
| Please give the date your card was lost or stolen: / / | |
| When did you last use the card (approximate date): / / | |
| This loss has been recorded at: | Garda Station |

For detained cards: please provide the reason why your card was detained by Gardai:

| |
|--|
| |
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| |

6. Malfunctioning and Damaged Cards

If your existing card was damaged or malfunctioning, **please attach card** and supply details below (including the error code from the tachograph unit for malfunctioning cards):

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| |

7. Payment

Pay €60 at your local Payzone Retail Agent and provide reference number below.

Find your nearest Payzone Retail Agent at www.payzone.ie or by phoning 01 207 6000.

| |
|--------------------|
| Payzone reference: |
|--------------------|

Send the completed application form to:

Road Safety Authority, Clonfert House, Bride Street, Loughrea, Co. Galway, H62 ET93.

Remember to enclose all relevant documents



A. Tachograph Cards – am I eligible?

To be eligible to apply for a Tachograph in Ireland, you must:

- Have a valid Irish or EU/EEA driving licence with higher categories or
- Have a valid Irish or EU/EEA driving licence with lower categories **and** you are required to have a tachograph driver card for the lower category vehicle you are driving e.g. electric van weighing up to 4.25 tonnes.
- Be a resident of Ireland with a PPS number.

B. Tachograph Card Fees and where to send your application

You can apply and pay for your Tachograph Card online at www.rsa.ie. It's quicker and you can save €15.

- Online applications cost €45
- Paper applications cost €60 and can only be paid via Payzone. Find your nearest Payzone agent at www.payzone.ie or by phoning 01 207 6000.

Payzone is the only accepted method of payment. Cash, postal orders, cheques and bank drafts are **not** accepted.

Applications to be sent to Road Safety Authority, Clonfert House, Bride Street, Loughrea, Co. Galway, H62 ET93.

C. Card Information

Renewing your card

- Make sure you apply to renew your card 3 to 4 weeks before the expiry of your current card. Your new card will not be issued until 28 days prior to your card expiry date.
- Once the card expires it cannot record data, it can only be used to display, print or download the data held on it.
- Expired cards do not need to be returned and should be kept for 28 days after expiry. Data must be downloaded from expired cards before they are disposed of.
- You as the driver are responsible for making sure your digital tachograph driver card is renewed before its expiry.

Replacing your card

Replacement applications are monitored closely. Any 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.

- **Lost or Stolen Cards:** If your tachograph card is lost or stolen, you should apply to have it replaced within 7 calendar days. Any loss of the driver card shall be reported in a formal declaration to the competent authorities of the issuing Member State and to the competent authorities of the Member State of the driver's normal residence if this is different.
- When the replacement is applied for, the driver may continue to drive without a driver card for a maximum period of 15 calendar days or for a longer period if this is necessary for the vehicle to return to the premises where it is based, provided that the driver can prove the impossibility of producing or using the card during that period.
- If driving without a card, you must keep a record of your work and driving hours and can do this by taking a printout from your Vehicle Unit before and after your working day. These printouts must be signed on the back by you and include your driver number.
- **Malfunctioning or damaged cards:** If your tachograph card is damaged or malfunctioning, it must be returned to the Road Safety Authority with your application for a replacement.
- **Before you make your application for a replacement malfunctioning card, please wipe the chip of the card with a damp cloth using surgical spirits and insert into unit afterwards to see if it works. Make sure you try the card in another vehicle Unit (VU) to make sure it is the card, not the VU, that is faulty. Check the VU manual to make sure it is a card error.**
- Replacement cards will be issued within 8 working days of receiving a valid replacement application.
- You need to pay for a replacement if the card is lost, stolen or has been damaged.

Exchanging your card

- Tachograph cards issued in other EU/EEA member states are still valid in Ireland, but you may replace yours with an Irish tachograph card if desired.
- Only valid driver cards issued by other EU/EEA member states can be exchanged.
- If you are the holder of a non-Irish EU/EEA driving licence, you must be a resident of Ireland with a PPS number and you must submit proof of residence.

Change of name, address or driving licence details

- Changes to Irish Driving licences will automatically be updated to the Tachograph Card record.
- **If you are an EU/EEA Driving licence holder and your licence number has changed since your last Driver card, then you should email digitaltacho@rsa.ie with the new driving licence number.**

D. Proof of Residence

EU/EEA driving licence holders are required to provide proof of residence which must be one of the following:

- 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 (e.g. electricity, gas or phone) or a bank statement issued to you at your current address and dated within three months of your application.

E. Supplying a photograph

If you are applying for your first Tachograph Driver Card or you have not submitted a photograph with your last renewal, you must provide one passport-size photograph signed and witnessed by a Garda. The Garda must also witness your signature (Section 3 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 photo must be witnessed and signed by a Garda (Section 3 of this form). The new photograph you provide will replace the one held on your file.

F. Processing your application

You will not be issued with a receipt for this application. You should receive your tachograph driver card within two weeks of receipt of this application. If your application is incomplete or invalid, it will be returned to you immediately. Your tachograph driver card will be sent to your home address.

G. Data Protection

Your information is processed in accordance with the law on drivers' hours and tachographs. The RSA may disclose personal data to its agents, contractors and service providers for the purposes of processing your application for a tachograph card. We may also 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. For further information about how we process your data, your rights and who to contact, see our privacy policy at <https://www.rsa.ie/privacy-policy>

H. Queries

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

Telephone: (091) 872 600
Email: digitaltacho@rsa.ie
Website: www.rsa.ie