

Application for change of details on ID cards

When this form should be used:

A driver licence holder can request a change of details on their ID cards only in the event that the updates correspond to the licence details on the paper licence issued by An Garda Síochána. In the event that your PSV licence also records the incorrect personal details, the issue should be brought to your local PSV Office.

Section 1: Change of Details

Section 1A: Change of name details:

Name Currently on driver ID cards	Name to appear on driver ID cards
<input type="text"/>	<input type="text"/>

Section 1B: Change of Driver Licence (badge) number:

Driver licence number currently on ID cards	Driver Licence number to appear on ID cards
<input type="text"/>	<input type="text"/>

Section 1C: Change of expiry date:

Expiry Date currently on ID cards	Expiry date to appear on ID cards
<input type="text"/>	<input type="text"/>

Section 1D: Change of Photo

New portrait-sized photographs provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section 2: Applicant Details

Full Name*	<input type="text"/>		
Address	<input type="text"/>		
PPS Number	<input type="text"/>		
Driver Licence (badge Number)*	<input type="text"/>		
Contact phone numbers*	<input type="text"/> Landline	<input type="text"/> Mobile	
Email	<input type="text"/>		

*All fields marked with an asterisk are mandatory

Section 3: Issue of new ID cards

If you want to receive updated driver display cards reflecting your new details there is a charge of €25. A postal order or bank draft should be included with this application. If you wish to pay by credit card you will receive a call to make payment over the phone. Please note any active driver display cards in circulation must be surrendered to your PSV Office or NTA before cards can be issued

Do you wish to receive updated ID cards?

Yes
No

Section 4: Submission of form

Please send this form to the address below. Please note this form needs to be verified and stamped by your PSV office in An Garda Síochána before submitting.

Driver Licensing
PO Box 436
Business Park
Tuam Road
Galway

You will normally receive a response within 5 to 10 working days of receipt of this form. The National Transport Authority reserves the right to request additional information or documentation in support of this application.

Section 5: Terms and conditions

- The NTA may use the information provided in this form for the purpose of administrating the driver licensing system and in order to perform the functions assigned to it under the Taxi Regulation Act 2013 as amended, including the maintenance of the public register. Information provided in this form will be shared with certain authorised third parties where necessary in order to carry out the NTA's licensing function and for the purposes of law enforcement. The NTA is registered with the Office of the Data Protection Commissioner and all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
- The operation of a driver licence is subject to the provisions of the Taxi Regulation Acts 2013, 2016 and any statutory instruments made thereunder.
- It is the licence holders responsibility to notify the National Transport Authority of any changes in contact details by calling the SPSV Information line on 0761 064 000.

Section 6: Declaration

I declare that the particulars furnished herein are true. I accept that false or misleading information may invalidate this application. I have read and understood the above terms and conditions which apply to the request for a change of details to my driver licence details.

Signed

Date

D	D	/	M	M	/	Y	Y	Y	Y
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For further information or assistance please contact the SPSV industry information line on 0761 064 000 or visit the National Transport Authority's website at www.nationaltransport.ie.