

Application Form for a Driving Licence D401



Please read accompanying guidance notes before completing this form. **Please complete this form in block capitals using a black ballpoint pen. Please place an X in the appropriate boxes e.g. ☒** Please do not photocopy this form as it may reduce its quality and result in your application being delayed or rejected.



National Driver Licence Service
An tSeirbhís Náisiúnta um Cheadúnais Tiomána

Part 1: Personal Details (See Part 1 of accompanying guidance notes)

***Mandatory field**

1. Have you previously held a learner permit and/or driving licence in Ireland?*

Yes ☐ No ☐

If yes, which one?

Learner Permit ☐

Driving Licence ☐

Driver number* (if known)

(You will find this on Field 5 of the paper licence or Field 4d on a plastic card licence.)

2. Title

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Other
(please specify)

Name to appear on the licence. Acceptable photo ID must be provided in this name. Refer to list 1 on page 2 of the accompanying guidance notes.

3. First name(s)*

4. Surname*

As it appears on your birth certificate

5. Full name*

6. If your surname has changed since your last licence issued please indicate the reason

Marriage/Civil partnership ☐

Deed Poll ☐

Use of Irish name ☐

Divorce/Separation ☐

Previous names

Proof of address provided must match exactly the address given below. Please refer to list 2 on page 2 of the guidance notes.

7. Address line 1*

Address line 2

Town*

County/City*

Postcode

8. Date of birth*

Day

Month

Year

If aged 70 or over or if your current licence expires on the eve of your 70th Birthday a valid medical report will be required.

9. Gender*

Male ☐

Female ☐

10. PPSN*

Original proof of PPSN must also be provided. See list 3 on page 2 of the guidance notes

If born in Republic of Ireland, please state County. If born outside of the Republic of Ireland, please state country

11. Place of birth*

12. Mobile no.

Landline

Email address

13. Preferred method of communication*

Email ☐
















Post ☐

(other channels of communication may be used in certain circumstances)

14. Application type*: ☐ Renewal of driving licence. Please see option 1 of checklist ☐ First time driving licence. Please see option 2 of checklist ☐ Add/remove a category. Please see option 3 of checklist ☐
- ☐ Personal detail change. Please see option 4 of checklist ☐ Replace a lost or stolen licence. Please see option 5 of checklist ☐ Replace a damaged licence. Please see option 6 of checklist ☐
- ☐ Exchange of foreign licence. Please see option 7 of checklist ☐ Other(Reason): _____

15. *Please indicate here the category or categories that you wish to apply for.

For a definition of the categories please refer to page 4 of the guidance note

Group 1 Categories	Required please tick	Notes	Group 1 Categories	Required please tick	Group 2 Categories	Required please tick	Notes	Group 2 Categories	Required please tick
 AM		Please refer to accompanying guidance notes in relation to IBT and application requirements	 B		 C		Please note. All applications for group 2 categories must be accompanied by a completed medical report dated within one month of application.	 D	
 A1			 BE		 CE			 DE	
 A2			 W		 C1		Please also refer to the accompanying guidance notes in relation to CPC requirements	 D1	
 A					 C1E			 D1E	

- 16*. On receipt of this driving licence, will you hold a licence issued by another country? Yes ☐ No ☐

If 'Yes', please provide details below:

Issuing country

Driving licence no.

17. If your licence was lost or stolen please sign the declaration below and get the declaration witnessed and stamped at your local Garda Station.

I declare my licence lost/stolen (circle as appropriate)

Signature of Applicant

I certify that the applicant has declared his/her licence lost/stolen.

Name of Garda

Signature of Garda

GARDA DECLARATION

Garda Station Stamp

Part 3: Exchanging a Licence (See Part 3 of accompanying guidance notes)

18. Did you obtain your current full foreign licence by exchanging a licence from another country? Yes ☐ No ☐

If 'Yes', please state the country where the original licence was obtained:

19. Is the licence you are exchanging, suspended, withdrawn, cancelled or are you disqualified? (If yes, refer to Q19 on page 1 of guidance notes and www.ndls.ie for further information) Yes ☐ No ☐

20. I took up normal residence in Ireland on

Day

Month

Year

Part 4: Organ Donation (See Part 4 of accompanying guidance notes)

21. Place an X in the box provided if you would like code 115 to appear on your driving licence indicating your wish to become an organ donor.

☐

If you answer 'Yes' to any of the questions below 23 to 43 or 44(c), you will also be required to submit a medical report dated within one month of application date

- 22.*** Do you need to wear glasses or lenses for driving? Yes ☐ No ☐
(If yes Code 01 will be added to your licence)
If in the past you answered 'Yes' to this question and are now answering 'No' you must provide a current eyesight report with your application.
- 23.*** Diabetes treated by insulin or managed by tablets which carry a risk of inducing hypoglycaemia eg. sulphonylureas. (Ask your doctor whether you are on sulphonylureas or other medications which carry a risk of inducing hypoglycaemia.) No need to tell us if managed by diet alone or only by medications which do not carry a risk of inducing hypoglycaemia. Yes ☐ No ☐
- 24.*** Epilepsy Yes ☐ No ☐
- 25.*** Stroke or TIAs¹ with any associated symptoms lasting longer than one month Yes ☐ No ☐
- 26.*** Fits or blackouts Yes ☐ No ☐
- 27.*** Any type of brain surgery, brain abscess or severe head injury involving in-patient treatment or brain tumour or spinal injury or spinal tumour Yes ☐ No ☐
- 28.*** An implanted cardiac pacemaker Yes ☐ No ☐
- 29.*** An implanted cardiac defibrillator (ICD)² Yes ☐ No ☐
- 30.*** Repeated attacks of sudden disabling dizziness Yes ☐ No ☐
- 31.*** Any other chronic neurological condition such as multiple sclerosis, motor neurone disease or huntington's disease Yes ☐ No ☐
- 32.*** A serious problem with memory or periods of confusion³ Yes ☐ No ☐
- 33.*** Persistent alcohol misuse or dependency Yes ☐ No ☐
- 34.*** Persistent drug misuse or dependency Yes ☐ No ☐
- 35.*** Serious psychiatric illness or mental health problems³ Yes ☐ No ☐
- 36.*** Parkinson's disease Yes ☐ No ☐
- 37.*** Sleep Apnoea syndrome Yes ☐ No ☐
- 38.*** Narcolepsy Yes ☐ No ☐
- 39.*** Any condition affecting your peripheral vision Yes ☐ No ☐
- 40.*** Total loss of sight in one eye Yes ☐ No ☐
- 41.*** Any condition affecting both eyes, or the remaining eye if you only have one eye (not including colour blindness or short or long sight) Yes ☐ No ☐
- 42.*** A serious hearing deficiency which has worsened since your last application/renewal Yes ☐ No ☐
- 43.*** Severe learning disability³ Yes ☐ No ☐
- 44.*** (a) Any persistent problems with arms or legs which restricts your driving to an automatic vehicle Yes ☐ No ☐
- 44.*** (b) Any persistent problems with arms or legs which restricts your driving to an adapted vehicle Yes ☐ No ☐
- 44.*** (c) If you have ticked yes to 44(a) or 44(b) has your condition deteriorated since your last application/renewal. Yes ☐ No ☐

¹A transient ischemic attack (TIA) is an event with stroke symptoms that lasts less than 24 hours before disappearing (sometimes called a mini-stroke). While TIAs generally do not cause permanent brain damage, they are a serious warning sign of stroke.

²An Implantable Cardioverter Defibrillator (ICD) is an electronic device which monitors your heart continuously. The ICD is programmed to detect abnormally fast or slow heart rhythms.

³If in doubt, please consult your family doctor.

- 45.* I hereby declare that:** Ireland is my normal place of residence. I am not currently disqualified (with the exception of a penalty point disqualification) from holding a learner permit or driving licence in Ireland, the E.U. or a recognised state. The address given is my normal residence. The accompanying supporting documents relate to me. The information I have given in this application is correct.

THIS DECLARATION MUST BE SIGNED BY THE PERSON TO WHOM THE DRIVING LICENCE IS TO BE ISSUED

Applicant's signature

(Please keep signature within the box)

Day

Month

Year

Information contained in this form may be subject to disclosure under Section 60 of the Finance Act, 1993 (No. 13 of 1993) as amended by Section 86 of the Finance Act, 1994 (No. 13 of 1994) and regulations made thereunder. List of discloses is registered with the Data Protection Commissioner. An electronic version of all information contained in this application may be retained for a period of at least 20 years.

Public Service Identity data collected on this form/provided by you may be used to maintain/authenticate your Public Service Identity, under Section 262(5) of the Social Welfare Consolidation Act 2005 (as amended). Only your Public Service Identity data may be shared with other public bodies under this provision.

Application Checklist for Driving Licence

You must apply in person at any NDLS centre. You may book an appointment at www.ndls.ie

Option 1 - For all applications for driving licences you must supply;

- Application form for Driving licence D401 (Fully completed) ☐
- Current/ most recent driving licence / Learner permit ☐
- If you do not have your most recent licence you must present a completed lost licence declaration (question 17 on D401) ☐
- NDLS medical form (dated within 1 month) if required (see page 3 of guidance notes) ☐
- Evidence of IBT if required (see page 3 of guidance notes) ☐
- Evidence of CPC if required (see page 3 of guidance notes) ☐
- Evidence of PPSN (list 3 on page 2 of guidance notes) ☐
- If the address has changed since your last learner permit/ driving licence was issued, you must provide evidence of new address (see list 2 on page 2 of guidance notes, must be dated within 6 months) ☐
- Photographic ID (see list 1 on page 2 of guidance notes) ☐
- Evidence of residency entitlement (see list 4 on page 2 of guidance notes) ☐
- Relevant fee (see page 1 of guidance notes) ☐
- Your Photograph and signature will be captured at the NDLS office ☐

The following additional information is required when applying for;

Option 2 - Applying for your first driving licence

- Cert of Competency (dated within 2 years) ☐
- Current Learner Permit ☐

Option 3 - Adding a Category

- Cert of Competency (dated within 2 years) ☐
- Current Learner Permit ☐
- Current Full licence ☐

Option 4 - Change of personal details

- Evidence of name change if name is changing (page 1, Q6 of guidance notes) ☐
- Evidence of new address (dated within 6 months) if address is changing (see list 2 on guidance notes) ☐
- A completed NDLS medical form (dated within one month) if your medical details have changed (see page 3 of guidance notes) ☐

Option 5 - Replace a lost or stolen licence

- A completed lost licence declaration (see question 17 of application form) ☐

Option 6 - Replace a damaged licence

- Photographic ID (see list 1 on page 2 of guidance notes) ☐
- Damaged Driving licence ☐

Option 7 - Exchange a foreign licence from EU/EEA or a recognised state

- Evidence of residency entitlement (see list 4 on page 2 of guidance notes) ☐
- Your current full licence (please note, if your licence does not have a category start date you will need to provide an original letter of entitlement / driver statement from your relevant authority) ☐
- If you do not have your licence you will need to present an original letter of entitlement/ statement from the appropriate licencing authority and complete the lost licence declaration (see question 17 on application form) ☐
- If your licence is from an EU/EEA member state and is expired for less than 10 years, it must be accompanied by an original letter of entitlement/ driver statement from your relevant authority ☐
- If your licence is from a recognised state and is expired for less than one year, it must be accompanied by an original of entitlement/ driver statement from your relevant authority ☐
- If your licence is from a recognised state you must present an eyesight report form D502 ☐
- Certified translations are required for all Letter of Entitlement/Driver statements which are not in English or Irish ☐

THE NDLS CENTRES ARE OPEN MONDAY TO FRIDAY 9.00AM – 5.00PM (INCLUDING LUNCHTIME) AND SATURDAY FROM 9.00AM – 2.00PM. VISIT WWW.NDLS.IE FOR THE MAP AND ADDRESS OF YOUR NEAREST CENTRE OR DOWNLOAD OUR NDLS CENTRE APP:

