

# APPLICATION FOR APPROVED DRIVING INSTRUCTOR (ADI) PERMIT

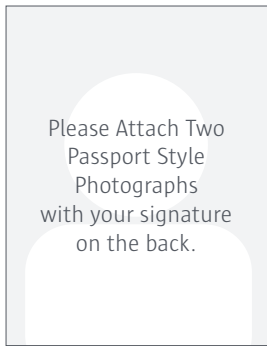
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If you are a holder of an ADI Temporary Permit and your personal details for questions 1–9 (including 6 (b)) have not changed since your temporary application please insert your temporary registration number in the box provided

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and fill in your details on only 1–4 under “Personal Details” and proceed to question 10 under heading “Examination Process”. It is not a requirement to send in two new photographs for temporary permit holders.



## PERSONAL DETAILS

1. TITLE: Mr.  Mrs.  Miss.  Ms.

2. FIRST NAME:

SURNAME:

3. DATE OF BIRTH: 

DATE			MONTH			YEAR			
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4. HOME ADDRESS:







BUSINESS ADDRESS:

(If Different)



5. Are you the Business Owner or are you an employee in the driving instruction industry?

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6. (a) EMPLOYEE : please insert your PPS No.

(b) SELF EMPLOYED: attach copy of your current valid tax clearance certificate.

7. CONTACT TELEPHONE: Landline:

Mobile:

8. E-MAIL ADDRESS: \_\_\_\_\_

9. Have you been convicted following a charge in relation to offences below;

Yes No

MURDER  
MANSLAUGHTER  
SERIOUS ASSAULT  
SEXUAL OFFENCES  
DRUG TRAFFICKING


## EXAMINATION PROCESS

10. What is your driver licence number?

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COUNTRY OF ISSUE \_\_\_\_\_

11. How long have you been a holder of a full driver's licence?

\_\_\_\_\_

12. For which driving licence category do you wish to give instruction?

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>EC</b>	
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13. Which driving licence categories do you hold a full licence for?

Category Held	<b>M</b>	<b>A1</b>	<b>A</b>	<b>B</b>	<b>EB</b>	<b>C1</b>	<b>C</b>	<b>EC1</b>	<b>EC</b>	<b>D1</b>	<b>D</b>	<b>ED1</b>	<b>ED</b>	<b>W</b>
Please Tick														

14. At which location would you like to be examined for stage two, Driving Test and Stage Three, Instruction Ability Test?

Athlone, Cork, Dundalk, Finglas, Galway, Kilkenny, Letterkenny, Limerick, Mullingar, Rathgar, Sligo, Tralee and Waterford.

Stage two Driving Test \_\_\_\_\_

Stage three Instruction Ability Test \_\_\_\_\_

## Declaration

- I declare that the information I have given is to the best of my knowledge true and accurate. My driving licence is valid and if currently working in the driving instruction industry I am properly insured for the purpose of carrying out driving instruction. The vehicles I provide for driving instruction are road worthy, properly maintained and in full compliance with the road traffic act

Signed \_\_\_\_\_

Date \_\_\_\_\_

# RSA ADI APPLICATION PROCESS - NOTES

## THE FOLLOWING NOTES SHOULD BE READ BEFORE COMPLETING THE APPLICATION FORM

### What is a RSA ADI certification?

The Road Safety Authority (RSA) has been asked to regulate those working in the driving instruction industry. Driving instructors who meet the standard set by the RSA will become Approved Driving Instructor (ADI) and receive a FETAC specific purpose award for driving instruction. The objective of regulating the industry is to standardise instruction and give the ADI instructor a leading role in developing better drivers. The conditions of membership have been carefully framed to allow for a quality standard to be met with the minimum of inconvenience to the applicant.

### Question 1- 5

Please fill in the information in capitals, clearly and correctly and attach 2 passport style photographs

### Question 6

PPSN is your Personal Public Service Number, for an employee you can find it on your P60 or certificate of tax credits and standard rate cut-off point. If you do not know your PPSN, you can contact your local office of the Department of Social and Family Affairs.

A self employed individual is required to submit a current tax clearance certificate issued by the Revenue Commissioners under the provisions of section 1095 of the Taxes Consolidation. To obtain a tax clearance certificate, please contact your local Revenue office or alternatively apply online for your certificate on [www.revenue.ie](http://www.revenue.ie)

If the tax clearance certificate you submitted with the temporary permit application is out of date you will have to submit a current tax clearance certificate.

### Question 7

Please fill in your home or work number where you can be contacted during working hours, the mobile number you give may be used in the future to send group texts from the RSA informing you of current ADI issues.

### Question 8

Please fill in your e-mail address if applicable, again you may be contacted by e-mail by the RSA informing you of current ADI issues.

### Question 9

Please tick the relevant box for each offence. If the answer to any of the questions is 'yes' please provide date of conviction and sentence received in the space provided.

### Question 10

Please state the country of origin of your licence

### Question 11

To qualify to participate in the three stage examination process you must be a holder of a full drivers licence in the category you wish to give instruction for the minimum of 18 months at time of application.

### Question 12 and 13

An RSA ADI must hold a drivers licence in the category in which they want to give instruction

### Question 14

Stage two- driving test and stage three - instruction ability test will be held in the locations outlined in question 14. Please note that stage 2 & stage 3 tests in category A or EC are only available at Finglas, Limerick, Sligo and Waterford at present.

## Stage one – theory test will be held in the following locations;

Sligo, Donegal, Castlerea, Carrick on Shannon, Limerick, Ennis, Nenagh, Charleville, Tralee, Abbeyfeale, Killarney, Cahirciveen, Cork, Macroom, Skibbereen, Youghal, Letterkenny, Derrybeg, Mullingar, Athlone, Longford, Portlaoise, Kilkenny, Carlow, Cavan, Monaghan, Kells, Westport, Ballina, Clifden, Wicklow, Clonmel, Drogheda, Dundalk, Wexford, Galway, Naas, Tullamore, Waterford, Dublin (North), Dublin (South)

The theory test provider Prometric Ireland Ltd. will contact you about the date, time and location of your theory test. This will be clearly outlined in a letter to you from the RSA following receipt of this application and payment for stage one – theory test.

## Recognised Prior Learning (RPL)/Prior qualifications

Please see in your information pack a note outlining what is required by the RSA to assess your RPL, please also note the standards of service providers, quality assurances in place by the RSA.

## Fee :

Please note that your application must be accompanied by the fee.

	€
Stage 1 (Theory Test)	150
Stage 2 (Driving Test)	200
Stage 3 (Instruction ability test)	200

Payment should be made by **postal order, money order** or **cheque**. These should be crossed and made payable to the ADI Unit, Road Safety Authority.

You may pay the full application fee of €550 or pay for each stage before stage two and stage three when contacted by the ADI Unit.

**The payment of €150 for the Stage one (Theory Test) must be made at this point.**

## Cancelling your test :

10 working days notice of cancellation must be given, otherwise the fee is forfeit for that stage of the examination process. A limit of two cancellations applies to each stage of the examination process.

**If you have any queries about applying for the RSA ADI permit please ring the ADI Unit @ 096-25007 or e-mail [adi@rsa.ie](mailto:adi@rsa.ie)**