

# APPLICATION FORM FOR DIGITAL TACHOGRAPH WORKSHOP CARD



Use the checklist below to make sure that your application is complete before you return it.

**PART A** of this form must be completed by an approved fitter.

**PART B** of this form must be completed by the workshop manager, who is also responsible for submitting the form to the RSA.

## APPLICATION CHECKLIST

Please tick ✓ to confirm that the application is complete.

- All of **PART A** has been completed by an approved fitter
- All of **PART B** has been completed by the workshop manager.
- Clear photocopy of the **workshop's** valid NSAI Certificate of Approval.
- Clear photocopy of valid Certificate of Approval as a **fitter**.
- Clear photocopy of fitter's current passport or current driving licence.
- €60 fee. Enter your credit or debit card details on page 6 of this form. Cash, postal orders, cheques or bank drafts are **not** accepted methods of payment.
- If you are applying for a replacement for a damaged, malfunctioning or locked-out card, you must submit that card as part of the application.
- For **first-time applications**, a passport-size photograph of the approved fitter must be submitted. If you are renewing or replacing an existing Workshop Card, you don't have to supply a photograph of the fitter, but you can if you want to.

## Where to send your application

Send the completed application form to:

Road Safety Authority  
Clonfert House  
Bride Street  
Loughrea  
Co. Galway.

**Remember to enclose all relevant documents**  
(see the checklist above).

## Processing

You will not be issued with a receipt for this application. If your application is incomplete or invalid, it will be returned to you immediately.

## 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 Road Safety Authority:

**Telephone:** (091) 872600

**Email:** [digitaltacho@rsa.ie](mailto:digitaltacho@rsa.ie)

**Website:** [www.rsa.ie](http://www.rsa.ie)





## 5. DECLARATION BY APPROVED FITTER

I hereby apply for a Digital Tachograph Workshop Card and I declare that the address indicated in Section 2 above is my place of normal residence, and that the accompanying photograph and other documents relate to me. (Note that the photograph is required for first-time applications, and optional for renewal or replacement applications.)

I hereby declare that:

- I have read and understood each of the questions on this application form and the answers given by me are true and accurate to the best of my knowledge.
- I am a person of good repute.
- I understand that any person who obtains a digital tachograph workshop card by false statement, misrepresentation or omission of details likely to affect such application is liable to have such workshop card suspended or cancelled.
- I understand and undertake to comply with my duties and responsibilities as a fitter in a tachograph workshop (including those specified in Regulation (EU) No. 165/2014.

• 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

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

## PART B: TO BE COMPLETED BY THE WORKSHOP MANAGER

### 1. DETAILS OF APPROVED WORKSHOP

Workshop name																					
Workshop address																					
Workshop manager's name																					
Workshop manager's declaration	<p>I declare that I am the designated person authorised to apply for workshop cards on behalf of the workshop named above and that the fitter named at <b>Part A</b> of this application above has the required qualifications to work on digital tachographs.</p> <p>I declare that the photograph of the approved fitter accompanying this application for a workshop card is a true likeness of the fitter.</p> <p>I declare that the information given by me in this application is correct and that the workshop is authorised to carry out work on digital tachographs.</p>																				
Signature	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td>Day</td> <td colspan="2">Month</td> <td colspan="4">Year</td> </tr> </table>														Day	Month		Year			
			Day	Month		Year															
Daytime phone number																					
Mobile phone number																					
Email address																					

### 2. PAYMENT

Please debit my VISA/Mastercard/Visa debit card with the amount of €60. Cash, postal orders, cheques or bank drafts are not accepted methods of payment.

Cardholder name	
Card number	
Expiry date	
CVV2 number	3-digit number on back of the card