

# Guidance Notes for the Completion of your Learner Permit Application Form

Please read the notes carefully **BEFORE** completing the Application Form

## APPLY ONLINE

You can now quickly and easily apply for and renew your learner permit online at [www.ndls.ie](http://www.ndls.ie)  
All you need is your Public Services Card and your verified MyGovID for safe, secure access to online application.

- **Already have a verified MyGovID? Apply for or renew your learner permit now at [www.ndls.ie](http://www.ndls.ie)**
- **Already have a Public Services Card? You're almost there. All you need is a verified MyGovID which you can set up now at [www.mygovid.ie](http://www.mygovid.ie)**

Don't yet have a Public Services Card? You will need a Public Services Card to get a verified MyGovID.  
You can apply for your Public Services Card at [www.mywelfare.ie](http://www.mywelfare.ie)

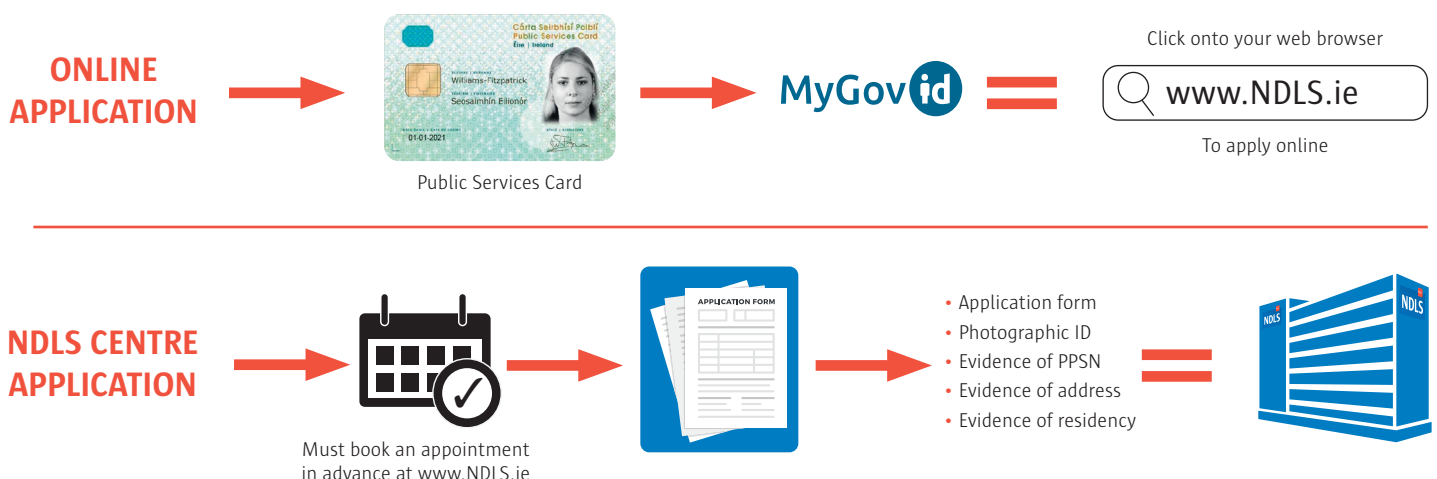
**NDLS ONLINE is the fastest way to apply for or renew your learner permit**

### Applying at an NDLS Centre

- All customers applying at the National Driver Licence Service centre must present in person where their photo and signature will be captured and their identity verified.
- All customers must book an appointment online to attend an NDLS centre at [www.ndls.ie](http://www.ndls.ie)
- All existing Irish licence/permit holders must present with their most recent driving licence/learner permit and evidence of their PPS number.
- All customers will be required to supply documents to verify their identity. Customers must satisfy the following four requirements:

**1. Photo ID, 2. Evidence of address, 3. Evidence of PPS number and 4. Evidence of normal residence.**  
**Please note a Public Service Card in many circumstances will satisfy all four requirements.**

### Application Process



## Part 1: Personal Details

### First Name and Surname

Your first name and surname must exactly match the photographic ID (See List 1 on page 4) provided.

If your surname has changed since your last learner permit or driving licence was issued you must indicate the reason why and provide supporting documentation (e.g. marriage certificate, divorce/separation confirmation, deed poll enrolled in the High Court). Original documents are required.

### Address/Normal Residence

Address should be the place where you normally reside; for a student this generally means the family home. The name and address on the application form must exactly match the evidence of address provided which must be dated within last six months (See List 2 on page 4). Student accommodation, business addresses or care of addresses are not acceptable. For Dublin postal district code please include these in the "County/City" field.

To make an application for a driving licence or learner permit, you must be entitled to live here and be normally resident in Ireland. This generally means that you live here at least 185 days each calendar year because of work or personal ties. If you are studying or working abroad, you may still be considered normally resident in Ireland provided you return here regularly.

See List 4 on page 4 for the full list of documents which can be accepted as evidence of normal residence.

### PPS Number

**Personal Public Service Number** must be given, and evidence provided (See List 3 on page 4). If you do not have a PPS number please contact the Department of Employment Affairs and Social Protection on 1890 927 999 or visit [www.mywelfare.ie](http://www.mywelfare.ie)

Where a customer has applied to the National Driver Licence Service (NDLS) and has been issued with a learner permit since 29 October 2013, there is no requirement to present evidence of PPS number again unless it has changed, then evidence must be provided.

### Place of Birth

Please state the country in which you were born.

## Part 2: Organ Donation

If you wish to become an organ donor, Code 115 will be printed on your permit. This Code will make medical professionals aware of your intention. However, in keeping with the current legal position, your next of kin will be consulted in the event of any decision arising.

## Part 3: Learner Permit Details

A learner permit is issued for the purposes of learning to drive. If you are applying for a first time learner permit in a new licence category you must pass a driver theory test in the relevant category before taking out a learner permit. If your existing learner permit has expired by five years or more you are considered to be a first time learner permit applicant and must resit the theory test. For more details please refer to [www.theorytest.ie](http://www.theorytest.ie)

### Application Type

Select application type as appropriate. Refer to learner permit Checklist on page 4 of the application form for documentation required to accompany each application.

### Licence Categories

Visit [www.ndls.ie](http://www.ndls.ie) for a list of categories and descriptions.

### Lost/Stolen/Damaged Permit

If your current or most recently issued learner permit has been lost/stolen or damaged, you must complete the garda declaration and have it stamped at your local garda station.

Permit Count	Period of Permit	Evidence of Driving Test Required
First or Second Learner Permit	2 years	No
Third or subsequent Learner Permit	2 years	Show evidence of having taken and failed a driving test in the previous 2 years
Third or subsequent Learner Permit	1 year	Show evidence of having applied for or having a forthcoming test date

You must wait until your learner permit is within three months of the expiry date before you can apply for a renewal.

## Part 4: Driver Fitness

### An Eyesight Report Form is required:

- For all first time applications for a learner permit
- If you previously wore glasses/lenses for driving and are no longer required to do so.

### An Eyesight Report Form is not required where:

- A medical report is provided unless otherwise indicated by your GP.

Medical report and eyesight report forms can be downloaded from [www.ndls.ie](http://www.ndls.ie)

## Part 4: Driver Fitness continued

Drivers must meet a certain standard of medical fitness in order to drive safely. If your GP advises you to stop driving it is then an offence to continue driving and it also affects your insurance cover.

### A Medical Report Form must be submitted if:

- You answer yes to any of the health and fitness questions 17 to 37 or 38(c)
- If you are applying for any of the Group 2 categories (bus and truck) unless one has been already submitted that covers the full period of the permit or licence and covers the Group 2 categories
- If you are over the age of 70 (or your existing permit expires the day before your 70th birthday)

The medical and eyesight report forms must be dated within one month of application date and can be downloaded from [www.ndls.ie](http://www.ndls.ie). If you are required to submit a medical report form it must be completed by a GP whose name is on the General Register of Medical Practitioners in Ireland. For more information on medical standards see 'Sláinte agus Tiomáint' medical fitness to drive guidelines on [www.ndls.ie](http://www.ndls.ie)

## Part 5: Declaration by Applicant

By signing this declaration, you are confirming that all the information given is true and accurate. Giving false information is an offence under the Road Traffic Act and penalties apply.

## General Information

### Important information when issued with a learner permit and you wish to sit a driving test

If you are granted a learner permit for vehicles in licence categories B, A, A2, A1, AM and W and have not held a learner permit in the previous five years, you must wait a period of six months before being able to sit a driving test. First time learner permit holders must complete Essential Driver Training (EDT) or Initial Basic Training (IBT) before sitting the driving test.

### Fees and Payment

#### Learner Permit Fees

New learner permit and renewals	€35
Replacement or duplicate learner permit	€35
Adding a new category to existing learner permit	€35
Learner permit for over 70's	Free
One-year learner permit (medical grounds)	Free

The NDLS can only accept the following payment methods with your application: debit card/credit card/Google Pay/Apple Pay.

The NDLS will only accept one payment per application – a single payment for multiple applications will not be accepted.

The NDLS will process debit and credit card payments in accordance with the Payment Card Industry (PCI) rules. If you wish to use a third-party debit or credit card for payment, then the third party must be present in person to make payment.

### Essential Driver Training (EDT)

Essential driver training (EDT) is a mandatory training course for car drivers. EDT is a course of 12 one-hour lessons taken with an approved driving instructor (ADI) who will record your progress in a specially issued logbook. All first-time learner permit holders (or those who have not held a learner permit for over five years) must complete EDT before sitting the driving test. Learner permit holders who have a full driving licence in category B (car) for a minimum of two years from a country with whom Ireland does not have a licence exchange agreement may be eligible to apply for a shorter EDT programme. For more detailed information in relation to EDT please refer to [www.rsa.ie](http://www.rsa.ie)

### Initial Basic Training (IBT) for Motorcyclists

Initial Basic Training (IBT) is a mandatory training course that teaches basic riding skills to learner motorcyclists. You will have to complete a motorcycle IBT training course before you can take your bike on the road unsupervised. You can only take the IBT course with an approved trainer. All category A learner permit holders must complete IBT before driving on the road with the exception of those issued a category A learner permit prior to November 1999 and continue to hold that entitlement. For more detailed information in relation to IBT please refer to [www.rsa.ie](http://www.rsa.ie)

### Certificate of Professional Competency (CPC) – trucks and buses

The minimum age for taking out a learner permit in categories, C, CE, D and DE depends on whether you take the CPC test for that licence category. A table of categories including a description, minimum age and other conditions can be found on [www.ndls.ie](http://www.ndls.ie). If you are taking CPC you will have to take a CPC theory test and when taking your driving test there will be a special CPC stage to the test.

For more detailed information in relation to CPC please refer to [www.rsa.ie](http://www.rsa.ie)

## Documentary Evidence

Depending on your circumstance additional documentary evidence may need to be presented with your application form.



**A Public Service Card (PSC) will in most cases meet all of the personal identity documents required.**

**If you don't have a PSC you must present documentary evidence to meet each requirement from Lists 1 - 4 below.**

### List 1: Photographic ID

- Public Services Card
- Irish passport/passport card (current or expired by no more than 12 months)
- Most recent Irish driving licence or learner permit
- Current passport for all non-Irish citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish Certificate of Naturalisation
- Current UK photo driving licence
- Current Irish travel document

### List 2: Evidence of address (dated within six months)

- Public Services card
- Utility bill - Mobile phone bills are not acceptable
- Statement or other correspondence from bank/building society/credit union including eStatements
- Letter from Government Department or State Agency
- Correspondence on headed paper from an educational or training body e.g. a secondary school; university; institute of technology or college
- Correspondence from an insurance company regarding an active health/life/house/car insurance policy

### List 3: Evidence of PPS number

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Employment Affairs and Social Protection showing PPS number
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of social welfare payment which shows full PPS number
- Medical card / Drug Payment Scheme (DPS) card / European Health Insurance card
- Payslip or P60/P45

### List 4: Evidence of normal residence

- Public Services Card - where place of birth or nationality is within EU/EEA/Switzerland/UK
- Irish/UK (long-form) birth certificate or adoption certificate
- Driving licence/learner permit where field 3 shows place of birth is within EU/EEA/Switzerland/UK
- Certificate of entry in the Irish Foreign Births Register
- Irish passport/passport card (current or expired by no more than 12 months)
- Current passport for all EU/EEA/Swiss/UK citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish certificate of naturalisation
- Current certificate of registration (Garda National Immigration Bureau/GNIB card) or Irish residence permit (IRP) for non- EU/ EEA/Swiss/UK citizens (The GNIB and IRP cards must be presented with a current passport valid for international use or with a Public Services Card)

**For a list of NDLS centres and locations please visit [www.ndls.ie](http://www.ndls.ie)**



# MyRoadSafety.ie

Your online resource to easily and safely manage all your driver information, services, tests, permits and licences.