



DATE:

Dear

I am writing to you following your contact with the ADI Unit regarding the loss of your Certificate of Satisfactory Completion, which was issued to you after you completed your Initial Basic Training. If after making a thorough search for your Certificate, you cannot find it you should do the following:

- Report the loss to your local Garda Station
- Complete the enclosed form and return it to me together with the fee of €10 (Cheque or postal order made payable to the Road Safety Authority).

Please ensure that the attached form is duly stamped and signed by the Gardai and return to me at the address on the bottom of the enclosed form.

Yours sincerely,

Driver Education Section

LOST CERTIFICATE OF SATISFACTORY COMPLETION

Applicants Driver Number:

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(This is a mandatory field: - Driver Number is **item 4D** on your Learner Permit)

Applicant's Name and Current Address: _____

Serial number of original Certificate (if known)

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Date of Birth: _____ Contact Number: _____

Name of IBT Instructor who conducted training: _____
 Approximate Date training was completed: _____
 Category Type Training was completed in: _____

To be completed by Garda: The above named reported at this Garda Station the loss/destruction of his/her Certificate of Satisfactory Completion of Initial Basic Training (Motorcycles).

Garda Station Stamp

 MEMBER IN CHARGE

 DATE

Please complete and return this form to:

Driver Education Section, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6E4.

