



**13. Preferred method of communication\***

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

Email  Post

**Part 2: Learner Permit Details (See Part 2 of accompanying guidance notes)**

**\*Mandatory field**

**14. Application type\*:**

First time  Renewal  Exchange  Replacement

If replacement, please specify the reason:

Add/remove categories  Personal detail change  Lost/stolen  Damaged  Not received

Other (please specify)

**15. On receipt or exchange of this learner permit, will you hold a driving licence issued by another country?\***

Yes  No

If 'Yes', please provide details below:

Issuing country

Driving licence no.

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

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

Signature of Applicant

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

Name of Garda

Signature of Garda



**17. Permit category required:**

**OFFICE USE ONLY**

B  BE  AM  A1  A2  A  D1  D  D1E  DE  C1  C  C1E  CE  W

**Part 3: Organ Donation (See Part 3 of accompanying guidance notes)**

**18. Place an X in the box provided if you would like code 115 to appear on your learner permit indicating your wish to become an organ donor.**

**Part 4: Driver Fitness (See Part 4 of accompanying guidance notes)**

**\*Mandatory field**

If you answer 'Yes' to any of the questions below 20 to 40 or 41(b), you will also be required to submit a medical report dated within one month of application date.

**19. Do you need to wear glasses or lenses for driving?\***

Yes  No

(If yes Code 01 will be added to your learner permit)

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.

**Health and Fitness**

Have you ever had, or do you currently suffer from, any of the following conditions?\*

**20. Diabetes treated by insulin and/or sulphonylurea tablets. Ask your doctor whether you are on these or not. No need to tell us if managed by other tablets and/or diet.**

Yes  No

**21. Epilepsy**

Yes  No

**22. Stroke or TIAs<sup>1</sup> with any associated symptoms lasting longer than one month**

Yes  No

**23. Fits or blackouts**

Yes  No

**24. 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

**Part 4: Driver Fitness cntd. (See Part 4 of accompanying guidance notes)**

- 25.** An implanted cardiac pacemaker  
Yes  No
- 26.** An implanted cardiac defibrillator (ICD)<sup>2</sup>  
Yes  No
- 27.** Repeated attacks of sudden disabling dizziness  
Yes  No
- 28.** Any other chronic neurological condition such as multiple sclerosis, motor neurone disease, Parkinson's disease and Huntington's disease  
Yes  No
- 29.** Persistent alcohol misuse or dependency  
Yes  No
- 30.** Persistent drug misuse or dependency  
Yes  No
- 31.** Serious psychiatric illness or mental health problems  
Yes  No
- 32.** Parkinson's disease  
Yes  No
- 33.** Sleep Apnoea syndrome  
Yes  No
- 34.** Narcolepsy  
Yes  No
- 35.** Any condition affecting your peripheral vision  
Yes  No
- 36.** Total loss of sight in one eye  
Yes  No
- 37.** 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
- 38.** A serious hearing deficiency which has worsened since your last application/renewal  
Yes  No
- 39.** Any persisting problem with arm(s) or leg(s) which needs driving to be restricted to certain types of vehicle or those with adapted controls<sup>3</sup>  
Yes  No
- 40.** Severe learning disability<sup>4</sup>  
Yes  No
- 41.** (a) Is your vehicle adapted because of a physical disability to enable you to drive?  
Yes  No
- (b) Has there been any deterioration in the disability since you last applied for a driving licence or a learner permit?  
Yes  No

<sup>1</sup>A 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.

<sup>2</sup>An 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.

<sup>3</sup>which has worsened since your last application/renewal. <sup>4</sup>If in doubt, please consult your family doctor.

**Part 5: Declaration by Applicant (See Part 5 of accompanying guidance notes)**

**\*Mandatory field**

**42. I hereby declare that:**

Ireland is my normal place of residence. I am not currently disqualified from holding a learner permit or driving licence. 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 LEARNER PERMIT IS TO BE ISSUED**

Applicant's signature

(Please keep signature within the box)

Day

Month

Year

## How to apply

You must apply in person at any one of the new NDLS centres nationwide. Before attending the centre, please read the list of supporting documents required to complete your application. This list can be found on the accompanying guidance notes and at [www.ndls.ie](http://www.ndls.ie). You will not need to provide photographs as your photograph will be taken in the centre. You will also be asked to provide your signature digitally at the time of photograph capture. These will then appear on your learner permit. The centres are open from 9am to 5pm each day Monday to Friday inclusive, and remain open through lunch times. They are also open from 9am to 2pm on Saturdays. Part time centres in Belmullet and Clifden are open from 9am to 4pm one day per week. Any future change of opening hours will be communicated on [www.ndls.ie](http://www.ndls.ie)

## Book an Appointment

If you wish to book an appointment to apply for your licence you can do so at [www.ndls.ie](http://www.ndls.ie). This service is available online only. You need to have your driver number or PPSN to use the service.

## Identity validation

You will need to bring certain documents with you in order to confirm you are the person that is applying for the learner permit. This is an important requirement as it will increase the security of your learner permit and reduce the risk of fraud. This is not intended to inconvenience customers but rather to improve the service for all drivers and to comply with EU Directives and best international practice. All customers must be 'normally resident' in Ireland and will be required to provide documents in support of their application to confirm their residency entitlement, identity, address and PPSN.

A full list of the types of documents that can be used in each category is available on page 4 of the accompanying guidance notes and on [www.ndls.ie](http://www.ndls.ie). We would strongly advise you to review this list before visiting an NDLS centre as **not having the right documents with you will prevent your application from being processed on the day in the NDLS centre**. Any documents you bring with you must be originals – photocopies will not be accepted. Identity documents may be retained by the NDLS to enable the processing of the application. These documents will be returned to you after your application has been processed.

Remember that the documents required to confirm your identity are in addition to any other documents that might be required as part of your application, for example, an eyesight report (required with all first learner permit applications) or medical report or a Theory Test Certificate. If you hold an existing licence or learner permit please bring it with you to NDLS as part of your application package.

## Locations

The locations of all of the NDLS centres are included on page 4 of the accompanying guidance notes and are also available on [www.ndls.ie](http://www.ndls.ie)

## Further information

For further information please refer to the accompanying guidance notes and [www.ndls.ie](http://www.ndls.ie) For further support you may email [info@ndls.ie](mailto:info@ndls.ie)

## Fees and payment

The fee for the learner permits is €35.

Learner permits for the over 70s are free.

The National Driver Licence Service will accept the following payment methods with your application:

- Cash (where you attend in person at the NDLS centre)
- Cheque
- Bank draft
- Money order
- Debit card / credit card / prepaid credit card

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

Cheque, bank drafts or money orders must be made payable to 'National Driver Licence Service (NDLS)'. For applications paid for by cheque, please note that those applications will be placed on hold until the cheque clears.

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 the payment.

# Checklist for your Learner Permit application

The majority of learner permit applications will fall in to one of the five examples below. In all cases please submit a fully completed NDLS 'Application Form for a Learner Permit D201' and the correct fee. For more information please see the Guidance Notes in the 'Forms' section on [www.ndls.ie](http://www.ndls.ie)

## I have just passed my driver theory test and am applying for my first learner permit so I must submit:

- A theory test pass certificate (dated within 2 years)
- Photographic ID\*
- Evidence of PPSN\*
- A completed NDLS Eyesight Report Form (dated within 1 month)
- Evidence of address\* that must match exactly the address on the application form

## My learner permit was lost/stolen and I am applying for a replacement so I must submit:

- A completed Lost Licence Declaration (see question 16 of the Application Form)
- Photographic ID\*
- Evidence of PPSN\*
- A completed NDLS Medical Report Form (dated within 1 month) if there has been a change in medical fitness since last learner permit issued
- If the address on my application form is different to that on my lost/stolen learner permit I will need to provide evidence of address\*

## I want to add a category to my learner permit so I must submit:

- My current/most recent learner permit
- Theory Test certificate if required in my case
- Evidence of PPSN\*
- A completed NDLS Medical Report Form (dated within 1 month) if required in my case
- If the address on my application form is different to that on my current learner permit I will need to provide evidence of address\*

## I am renewing my learner permit so I must submit:

- My current/most recent learner permit
- Evidence of PPSN\*
- A completed NDLS Medical Report Form (dated within 1 month) if required in my case
- If the address on my application form is different to that on my current licence I will need to provide evidence of address\*
- If applying for a third or subsequent learner permit you must submit correspondence- that you have sat a driving test (Failure certificate) or- that you have a forthcoming driving test

## I am renewing my learner permit and changing my name so I must submit:

- My current/most recent learner permit
- Evidence of PPSN\*
- Evidence of address\* if address is changing
- Evidence of name change e.g. Marriage/Civil Partnership Certificate, evidence of divorce/separation, evidence of deed poll enrolled in the High Court. Please refer to website for further information
- If applying for a third or subsequent learner permit you must submit correspondence- that you have sat a driving test (Failure certificate) or- that you have a forthcoming driving test

\*For a list of accepted proof of evidence, please see Lists 1-4 on the reverse.

### List 1: Evidence of PPSN

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Social Protection showing PPSN
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of Social Welfare Payment
- Medical Card / Drug Payment Scheme (DPS) Card
- Payslip or P60/P45
- European Health Insurance Card
- C2 card issued to self-employed contractors

### List 2: Evidence of address

(Evidence document can be no more than 6 months old at date of application and must exactly match address on application form)

- Utility Bill (i.e. from your electricity/phone/gas/cable television/broadband provider). Printed online utility bills are accepted. Mobile phone bills are not accepted
- Correspondence from an insurance company regarding an active insurance policy - health/life/house/car insurance
- Statement from Bank/Building Society/Credit Union (Statements from Store cards/catalogue companies are not accepted)
- Letter from Department of Social Protection/Revenue
- Other official correspondence from an Irish state agency

### List 3: Photographic I.D.

- Irish Passport (current or expired by no more than 12 months on the day of application)
- Irish Driving Licence or Learner Permit
- Current Passport for all non-Irish citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current UK photo driving licence
- Current Public Services Card
- Current Irish Travel Document

### List 4: Evidence of residency entitlement

- Irish/UK Long-form Birth/Adoption Certificate
- Certificate of entry in the Irish Register of Foreign Births
- Irish Passport (current or expired by no more than 12 months on the day of application)
- Current Passport for all EU/EEA/Swiss Citizens
- Current National Identity Card for EU/EEA/Swiss Citizens
- Irish Certificate of Naturalisation
- Current Certificate of Registration (GNIB card) for non-EU/EEA/Swiss Citizens (must be presented with current passport)

For further information visit [NDLS.ie](https://www.ndls.ie)

NB: In some instances the same document could satisfy more than one requirement. e.g. an Irish/EU passport is adequate as photo ID & evidence of normal residency; a letter to you from Revenue showing your PPSN could be used as both evidence of your address & evidence of your PPSN.

When applying, avoid queues by visiting the **online booking system** at [NDLS.ie](https://www.ndls.ie). Drivers with either a valid driver number or PPS number can book their visit for a date and time that suits.

## NDLS Centres

**Carlow** Unit 7, First Floor, Graigue Village Centre, Graiguecullen, Carlow

**Cavan** Unit 5, Cavan Shopping Centre, Main Street, Cavan

**Clare** Unit 4, Ennis Shopping Centre, Ennis

**Cork** Commercial Unit 1, Copley Hall, Cotter's Street, off Copley Street, Cork

**Cork** First Floor, Cork Co-operative Marts, Marsh Road, Skibbereen

**Cork** Second Floor, 17 Market Square, Mallow

**Donegal** Unit 7, O'Boyce's Corner, Port Road, Letterkenny

**Donegal** Eurohouse, Killybegs Road, Donegal Town

**Dublin** Unit 9, Leopardstown Shopping Centre, Ballyogan Road, Dublin 18

**Dublin** Unit H Own Door Offices, Citywest Shopping Centre, Citywest

**Dublin** Unit 236, Omni Park Shopping Centre, Swords Road, Santry

**Dublin** Unit 3, Floor 3, Clarehall Shopping Centre, Malahide Road

**Galway** Galway 2nd Floor, Block 1, Cityeast Business Park, Ballybrit Business Park

**Galway** Clifden (part-time), Station House Hotel

**Kerry** Mezzanine Unit, Manor West Shopping Centre, Tralee

**Kildare** 5B Elm House, Millennium Park, Naas

**Kilkenny** Unit 2E, First Floor, Cillin Hill Centre, Dublin Road, Kilkenny

**Laois** Unit 29A, Laois Shopping Centre, Portlaoise

**Leitrim** Unit 7, Bridge Lane, Carrick-on-Shannon

**Limerick** Unit 29, Parkway Shopping Centre, Dublin Road, Limerick

**Longford** Suite 3, Business Centre, Longford Shopping Centre, Longford

**Louth** Ground Floor Unit 3, Southgate Shopping Centre, Dublin Road, Drogheda

**Mayo** New Antrim Street, Castlebar

**Mayo** Belmullet (part-time), Broadhaven Bay Hotel

**Meath** Unit 3 Finnegans Way, Emmet Street, Trim

**Monaghan** Office 2, First Floor, Teach O'Cleircin, Old Cross Square, Monaghan

**Offaly** Room 201, Down Suite, Castle Buildings, Tara Street, Tullamore

**Roscommon** Unit 1, Racecourse Business Park, Roscommon

**Sligo** Ground Floor Millennium House, Stephen Street, Sligo

**Tipperary** Suite 5A, Second Floor, Powerstown House, Clonmel

**Tipperary** 10 Silver Street, Nenagh

**Waterford** Waterford Shopping Centre, Lisduggan, Waterford

**Westmeath** Golden Island Shopping Centre, Athlone

**Westmeath** Unit 1A, Mullingar Shopping Centre, Ashe Road, Mullingar

**Wexford** 7a The Square, Redmond Square, Wexford

**Wicklow** Unit C16, Wicklow Enterprise Centre, The Murrough, Wicklow