

**Application for change of details on ID cards**

**When this form should be used:**

A driver licence holder can request a change of details on their ID cards only in the event that the updates correspond to the licence details on the paper licence issued by An Garda Síochána. In the event that your PSV licence also records the incorrect personal details, the issue should be brought to your local PSV Office.

**Section 1: Change of Details**

**Section 1A: Change of name details:**

Name Currently on driver ID cards	Name to appear on driver ID cards

**Section 1B: Change of Driver Licence (badge) number:**

Driver licence number currently on ID cards	Driver Licence number to appear on ID cards

**Section 1C: Change of expiry date:**

Expiry Date currently on ID cards	Expiry date to appear on ID cards

**Section 1D: Change of Photo**

New portrait-sized photographs provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Section 2: Applicant Details**

Full Name*			
Address			
PPS Number	<input style="width: 100%; height: 20px;" type="text"/>		
Driver Licence (badge Number)*	<input style="width: 100%; height: 20px;" type="text"/>		
Contact phone numbers*	<input style="width: 50%; height: 20px;" type="text"/> Landline	<input style="width: 50%; height: 20px;" type="text"/> Mobile	
Email	<input style="width: 100%; height: 20px;" type="text"/>		

\*All fields marked with an asterisk are mandatory

### Section 3: Terms and conditions

- The Authority will use the information provided in this form for the purpose of administrating the driver licensing system and in order to perform the functions assigned to it under the Taxi Regulation Act 2012 as amended, including the maintenance of the public register of SPSV drivers. Information provided in this form will be shared with certain authorised third parties where necessary in order to carry out the Authority's licensing function and for the purposes of law enforcement. The Authority is registered with the Office of the Data Protection Commissioner and all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
- The operation of a driver licence is subject to the provisions of the Taxi Regulation Act 2013 and any statutory instruments made thereunder.
- It is the licence holders responsibility to notify the National Transport Authority of any changes in contact details by calling the SPSV Information line on 0761 064 000.

### Section 4: Declaration

I declare that the particulars furnished herein are true. I accept that false or misleading information may invalidate this application. I have read and understood the above terms and conditions which apply to the request for a change of details to my driver licence details.

Signed

Date

D	D	/	M	M	/	Y	Y	Y	Y
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### Section 5: Submission of form

Please send or present this form to the address below, along with the following:

**Driver Licensing**  
**PO Box 436**  
**Business Park**  
**Tuam Road**  
**Galway**

You will normally receive a response within 5 to 10 working days of receipt of this form. The Authority reserves the right to request additional information or documentation in support of this application.

**For further information or assistance please contact the SPSV industry information line on 0761 064 000 or visit the Authority's website at [www.nationaltransport.ie](http://www.nationaltransport.ie).**