

## Change of name on an SPSV licence

### When this form should be used

A licence holder can request a change of name for the following reasons:

- To reflect a change in the person's surname following marriage, divorce, etc.
- To correct an error in the name on the existing licence

### Please note:

- This form should be completed with all relevant details and submitted to the National Transport Authority. Properly completed requests will be processed within 5 to 10 working days of receipt.
- You must be tax cleared at time of application as your details will be checked with Revenue.
- Incomplete forms and applications received without the necessary supplementary documentation will be returned to the applicant without being processed.
- If you hold an SPSV driver licence, you should contact An Garda Síochána to request an update of the details on your licence.
- It is your responsibility to send the necessary documentation to the Authority. The Authority cannot accept any responsibility for delays or the licence expiring as a result of incomplete applications.
- Official documentation may include a copy of a passport, birth certificate or, where relevant, a marriage certificate.

### Section 1: Current details on SPSV licence

Licence holder surname*	<input type="text"/>																									
Licence holder first name(s)*	<input type="text"/>																									
Trading-as	<input type="text"/>																									
PPS number*	<input type="text"/>																									
Date of birth*	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																
Company number**	<input type="text"/>																									
Current address*	<input type="text"/>																									
Contact phone numbers*	<input type="text"/>										<input type="text"/>															
	Landline										Mobile															
Email	<input type="text"/>																									
Do you hold and renew multiple vehicle licences?	Yes <input type="checkbox"/>		No <input type="checkbox"/>																							
Do you hold an active SPSV driver licence?	Yes <input type="checkbox"/>		No <input type="checkbox"/>																							
	If yes, please enter your SPSV driver licence number: <input type="text"/>																									
	Note that, as an SPSV driver licence holder, you are required to contact An Garda Síochána and have your details amended with them.																									

\*This field is mandatory

\*\*This field is mandatory if you are applying in the name of a company

### Section 2: Name you wish to appear on licence

**Please note:** You cannot change ownership or transfer your licence(s) to a company name using this form.

Current licence holder surname	<input type="text"/>
Current licence holder first name(s)	<input type="text"/>
Company name	<input type="text"/>
Trading-as or partnership details	<input type="text"/>

### Section 3: Issue of new certificate

If you want to receive an updated licence certificate reflecting your new details there is a charge of €25 per certificate issued. A postal order or bank draft for the relevant amount should be included with this application.

Do you wish to receive an updated licence certificate?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

### Submission of form

Submit the completed form to the address below, along with a copy of your passport or birth certificate. A copy of a marriage certificate or deed poll document may be supplied instead of a birth certificate or passport as evidence of change of name.

**National Transport Authority**  
PO Box 436  
City North Business Park  
Tuam Road  
Galway

### Terms and conditions

- I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
- The National Transport Authority will use information provided in this application for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to the National Transport Authority by the Taxi Regulation Act 2003 as amended, including the maintenance of a public register of SPSVs. Information provided will be shared with certain authorised third parties where necessary in order to carry out our licensing function and for the purposes of law enforcement. The National Transport Authority is registered with the Office of the Data Protection Commissioner; all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
- The operation of an SPSV licence is subject to the provisions of the Taxi Regulation Act 2003, Road Traffic Acts 1961-2006, Roads Act 2007 and any statutory instruments made thereunder.
- It is the licence holder's responsibility to notify the National Transport Authority of any change in contact details by calling 0761 064 000.

### Section 6: Declaration

I declare that the particulars furnished herein are true. I accept that false or misleading information may lead to prosecution and/or the revocation of the licence. I also accept that incomplete or inaccurate information may delay the issue of a licence. I have read and understood the above terms and conditions which apply to the transfer of a small public service vehicle by the National Transport Authority.

**Signed**

**Date**

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