

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 NTA. The NTA 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	<input type="text"/>
PPS number	<input type="text"/>
Date of birth	<input type="text" value="D D / M M / Y Y Y Y"/>

OR

Company Name	<input type="text"/>
Company Registration	<input type="text"/>

AND

Current Address	<input type="text"/>	
Contact Phone numbers	<input type="text"/>	<input type="text"/>
	Landline	Mobile
Email address	<input type="text"/>	
Do you hold multiple vehicle licence	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you hold an active SPSV driver licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
	If yes please enter SPSV driver licence number	As an SPSV driver licence holder you are required to contact An Garda Síochána to have your details amended.

Section 2: Name you wish to appear on licence

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

Licence holder surname	<input type="text"/>
Licence holder first name	<input type="text"/>

PPS number

Date of birth

OR

Company Name

Company Registration

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 should be included with this application. If you wish to pay by credit card you will receive a call to make payment over the phone.

Do you wish to receive an updated licence certificate?

Yes
No

Section 4: Submission of form

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

SPSV Licensing Section

PO Box 436

City North Business Park

Tuam Road

Galway

On receipt and successful processing, a confirmation letter will be sent to the licence holder. All incomplete applications will be returned.

Section 5: Terms and Conditions

1. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
2. NTA may use the information provided for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to it by the Taxi Regulation Act 2013 and 2016, as amended, including the maintenance of a public register. SPSV licence holder name, vehicle registration and other details pertinent to the licence will be publicly available on the public register and can be accessed on TransportforIreland.ie and the Driver Check application. Further details regarding the personal data that we collect, the purposes for which we use it, individuals' rights in relation to their personal data and how to exercise them are available at www.nationaltransport.ie/further-information/spsv-privacy-statement.
3. The operation of an SPSV licence is subject to the provisions of the Taxi Regulation Acts 2013 and 2016, Road Traffic Acts 1961- to date, Roads Act 2007 and any statutory instruments made thereunder.
4. It is the licence holder's responsibility to notify the National Transport Authority of any change in contact details by calling 0818 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.

Licence Holder's Signature

Date:

For further information or assistance please call 0818 064 000 or visit www.nationaltransport.ie