

## Surrendering an SPSV licence

A surrender of an SPSV licence is the permanent, irreversible deactivation of the vehicle licence. A surrendered licence can never be restored, renewed or used again.

You should surrender a licence only if you no longer intend to operate that licence.

If you only wish to remove the vehicle currently associated with your SPSV licence, you should not surrender the licence.

### How to surrender

To complete a vehicle licence surrender, complete the form on the back of your licence.

Complete the form as follows:

<b>Licence cert</b>	Check the details on your licence certificate and ensure these are correct.
<b>Surrender form</b>	Read the terms and conditions set out on the surrender form.
<b>Signing the form</b>	Sign and date the declaration to confirm that you understand and accept the terms and conditions. Provide a contact number, to be used in the event that the Authority wishes to contact you to confirm your decision to surrender the licence.

Please send this form to the address below.

SPSV Licensing Section  
PO Box 436  
City North Business Park  
Tuam Road, Galway

Along with the form, you must also send the tamper-proof discs issued for the licence being surrendered.

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.

### Returning your tamper proof discs and licence certificate

All SPSV licence surrenders must be accompanied by the licence certificate and a set of tamper-proof discs. If you do not have one or both of these items, you can

#### Licence certificate

- If you do not have a licence certificate, contact the industry information line on 0818 064 000 to request a duplicate. Once this arrived in the post, fill out the rear of the form as outlined above.
- Note: the old VL5 form is no longer accepted. Any applications using the VL5 form will be returned.

#### Tamper-proof discs

- If you no longer have your tamper-proof discs but have documentation to prove that these were destroyed, complete a TP1 form, which is available on [www.nationaltransport.ie](http://www.nationaltransport.ie). Submit this, and the relevant documentation, along with the surrender form.
- If you no longer have your tamper-proof discs but cannot provide evidence that these have been destroyed, contact the industry information line on 0818 064 000 to request a TP2 form. By submitting a TP2 form along with your surrender application, you are declaring that you no longer possess or have knowledge of the possession of the tamper-proof discs for that vehicle licence.

For further information or advice, visit [www.nationaltransport.ie](http://www.nationaltransport.ie) or phone 0818 064 000