Údarás Náisiúnta Iompair
National Transport Authority

Form DL5

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** ☐ **No** ☐

Section 2: Applicant Details

Full Name*

Address

PPS Number

Driver Licence ('badge number')*

Contact phone numbers*

Landline **Mobile**

Email

*All fields market with an asterisk are mandatory

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Section 3: Issue of new ID cards

If you want to receive updated driver display cards reflecting your new details there is a charge of €25. 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. Please note any active driver display cards in circulation must be surrendered to your PSV Office or NTA before cards can be issued

Do you wish to receive updated ID cards?

Yes ☐
No ☐

Section 4: Submission of form

Please send this form to the address below. Please note this form needs to be verified and stamped by your PSV office in An Garda Síochána before submitting.

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 National Transport Authority reserves the right to request additional information or documentation in support of this application.

Section 5: Terms and conditions

- 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 Acts 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. Information provided will be shared with certain authorised third parties where necessary in order to carry out our functions. 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.
- The operation of a driver licence is subject to the provisions of the Taxi Regulation Acts 2013, 2016 and any statutory instruments made thereunder.
- It is the licence holder's responsibility to notify the National Transport Authority of any changes in contact detailsby calling the SPSV Information line on 0818 064 000.

Section 6: 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

For further information or assistance please contact the SPSV industry information line on 0818 064 000 or visit the National Transport Authority's website at www.nationaltransport.ie.

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