

## 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											
Licence holder first name											
PPS number											
Date of birth	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		

OR

Company Name	
Company Registration	

AND

Current Address		
Contact Phone numbers		
	Landline	Mobile
Email address		
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"/>	
	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	
Licence holder first name	

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. The National Transport Authority may 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 2013 as amended, including the maintenance of a public register. 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.
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 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.

Licence Holder's Signature

Date:

For further information or assistance please call 0761 064 000 or visit [www.nationaltransport.ie](http://www.nationaltransport.ie)