

APPLICATION FORM INFORMATION FOR DIGITAL TACHOGRAPH CARDS



Please read notes carefully before completing your application form

PROCESSING TIMES

It can take between 3 and 4 weeks to process a valid application for a Digital Tachograph Driver Card. Please ensure that you allow plenty of time for your application to be processed.

METHODS OF APPLYING FOR DIGITAL TACHOGRAPH DRIVER CARDS

If you are making an application for a driver card you can

1. apply in person by attending at our public office, where your application form and supporting documentation (original driver licence and passport or birth certificate) will be checked on the spot. Your photograph can be taken at the counter or you may bring a photograph with you.
2. apply by post, in which case Section 4 and 5 of the application form must be completed at a Garda Station in the presence of a member of An Garda Síochána. You must
 - complete Sections 1, 2 and 3 in advance of going to the Garda Station
 - bring your original driver licence and either a passport or a birth certificate with you, and
 - a passport sized photograph.

The Garda will witness your signature and complete Section 4 of the application form. You should then sign Section 5 in the presence of the Garda. The fully completed application form should be returned to the RSA together with a photocopy of your driver licence and your passport or birth certificate, the signed photograph and the appropriate fee.

HOLDERS OF NON-IRISH DRIVER LICENCES

Holders of non-Irish driving licence proof of residency (e.g. copy of utility bill, bank statement etc. issued to your current address or a rental agreement).

APPLICATIONS FOR WORKSHOP AND COMPANY CARDS

Applications for workshop and company cards can be made at the public office or by post to the address below.

FEES

A fee of €50 is payable in respect of an application for a digital tachograph card for a driver, a workshop or a company card. This fee should be paid by cheque, bank draft, postal order or money order. Cash should not be sent in the post.

INVALID / INCOMPLETE APPLICATIONS

Invalid or incomplete applications will be returned to the applicant.

BLOCK CAPITALS

Application forms should be completed in block capitals in black ink.

PHOTOGRAPH CHECK

- Photograph should be not more than 6 months old
- It may be in colour or black and white
- Minimum photo size 35mm x 45mm, maximum size 38mm x 50mm
- The photograph should show a full front view of the subject's head, as he or she would normally appear
- The image must be sharp and clear, and taken against a plain white or light grey background
- Sunglasses are not acceptable. Tinted glasses may be worn provided they do not obscure the person's eyes
- Photographs should not show military or police uniforms
- Only head coverings worn for religious reasons are permitted. Hair bands are not allowed