



Return this application to:
Road Transport Operator Licensing Unit
Department of Transport
Bride Street, Loughrea, Co. Galway H62 ET93

APPLICATION FOR REPLACEMENT DOCUMENT

Use this form to apply for a replacement licensing document as specified in Section 2 below. The appropriate fee must accompany the application. If you have queries about completing this form, contact the Road Transport Operator Licensing Unit.

Section 1	Licence Details	<i>Office Use Only</i>
Name of Licence Holder _____		
Road Haulage Operator Licence <input type="checkbox"/>		
Road Passenger Transport Operator Licence <input type="checkbox"/>		
Licence No. _____		
National <input type="checkbox"/> International <input type="checkbox"/>		

Section 2	Details of Replacement Document(s) required
I wish to apply for a replacement of the following document/s (<i>please tick as required</i>):	
<input type="checkbox"/> Road Transport Operator Licence	
<input type="checkbox"/> Community Licence	
<input type="checkbox"/> Certified Copy of Road Transport Operator Licence – Vehicle Reg No(s). _____	
<input type="checkbox"/> Certified True Copy of Community Licence – Vehicle Reg No(s). _____	
<input type="checkbox"/> Transport Disc – Vehicle Reg No(s). _____	
<input type="checkbox"/> Driver Attestation (<i>not available by online application</i>)	

Section 3	Fees
● NOTE: <u>The fee for each replacement licensing document applied for using this form is €25. If paying by Credit / Debit card please complete Section 5 of this form. For applications made ONLINE on www.rtol.ie the fee is €20 per document.</u>	
Please state the fee enclosed with this application: € _____	
Payment method: <input type="checkbox"/> Credit/Debit Card	
<input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft <input type="checkbox"/> Postal Order (<i>made payable to Department of Transport</i>)	

Section 4	Declaration of Applicant
I hereby report the loss/theft/destruction of the document(s) indicated in Section 2 in the following circumstances: _____	
If the original document is recovered, I undertake to return it to the Road Transport Operator Licensing Unit.	
Name _____	Status _____ (Sole Trader, Transport Manager, Director, Secretary, Partner, Member of Committee of Management)
Date _____	

