



Return this application to:  
**Road Transport Operator Licensing Unit**  
**Department of Transport, Tourism and Sport**  
**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
<p>● <b><i>NOTE: 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 <a href="http://www.rtol.ie">www.rtol.ie</a> the fee is €20 per document.</i></b></p> 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, Tourism and Sport)</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 _____	

