



Application Form for the Recognition of an EU Out-of-State Certificate of Roadworthiness for a Passenger Vehicle

Purpose of this form

The purpose of this form is to enable the registered owner of an imported second-hand passenger vehicle the ability to exchange an EU out-of-state certificate of roadworthiness for an Irish Recognition Certificate. You can only make this exchange if your EU out-of-state certificate of roadworthiness is valid based on Irish legal testing rules and is enclosed with your application.

When is it used?

If you are the registered owner of an imported second-hand vehicle and wish to exchange your valid EU out-of-state certificate for an Irish recognition certificate, you must complete this form. The expiry date of the Irish recognition certificate will then become the first test due date for the vehicle.

Where can I get the form?

You can download this form online via NCTS.ie or we can post it directly to you on request.

Who should complete it?

The owner or person who is in possession of an imported second-hand vehicle which has a current EU out-of-state roadworthiness certificate for that vehicle should complete this form.

What do I need to enclose with the completed application form?

You will be required to include your original or certified EU out-of-state certificate of roadworthiness (an English translation of the certificate must be made available (if applicable)) with a fee of €15.50 (Bank Draft or Postal Order only) made payable to Applus Car Testing Service Ltd.



Application for the Recognition of an EU Out-of-State Certificate of Roadworthiness for a Passenger Vehicle

Please read the notes at the bottom and back of this form before you complete this application. Failure to complete the application form accurately could cause a delay or the incomplete application form being returned to you.

Section 1 Applicant Details

Vehicle Registration Number:
(Irish registration number)

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(PLEASE USE BLOCK CAPITALS)

Name of applicant:

Address:

Contact phone number (of applicant):

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Email address (of applicant):

Section 2 Original Certificate of Roadworthiness

I have enclosed the original or a certified true copy of my vehicle's EU out-of-state in-date certificate of roadworthiness (with English translation (if applicable)) with this application form (please ensure you tick the box below to confirm you have enclosed it):

Section 3 Declaration

I hereby declare that the information provided in this application is true and accurate and that the original/certified true copy of the EU out-of-state certificate of roadworthiness included with this application was issued for the above vehicle.

Signed:

Date:

(Day Month Year)



Section 4 Payment

I have enclosed a payment of €15.50 made payable to Applus Car Testing Service Ltd

Please tick as appropriate:

Bank Draft:

Postal Order:

Where to Send Your Application

Send your completed application form, EU Roadworthiness Certificate and fee to:

Certificate Administrator, c/o Applus Car Testing Service Ltd, Lakedrive 3026, Citywest Business Campus, Naas Road, Dublin 24.

IMPORTANT We will **post** the Irish recognition certificate to the **current** registered owner of the above vehicle. You will find the registered owner details on your Vehicle Registration Certificate (VRC).

Commercial Vehicles

There is a separate application form for imported second-hand commercial vehicles. You can access this form on www.rsa.ie

Legislation

Under EU Directive 2014 / 45 EU Member States are required to mutually recognise a certificate of roadworthiness issued for a passenger vehicle by another Member State. However, an EU out-of-state certificate of roadworthiness is required only to be recognised provided the certificate issued in respect of that vehicle is still valid and in date by reference to the test frequency established under current Irish Testing Regulations.

Data Protection and Application Processing

- All the information requested on this form is necessary for the purposes of processing your application to exchange an EU out-of-state certificate of roadworthiness for an Irish Recognition Certificate.
- If you fail to answer any of the questions set out in the application form and/or do not include the original or certified true copy of the out-of-state in date certificate of roadworthiness (including English Translation (if applicable)), we will not be able to process your application. Valid in-date certificates issued before and after the 20th May 2018 will be accepted.
- We will use the details in your application form solely for the purposes of processing your application and, where your application is successful, for our ongoing dealings with you about your Irish recognition certificate.
- We may also use your details for statistical purposes. These statistics are used in such a way that individual applicants cannot be identified.
- We will use your details in line with its obligations under the Data Protection Acts 1988 and 2003. This includes taking all reasonable steps (including appropriate technical and organisational security measures) to protect personal data.
- We may disclose personal data to An Garda Síochána and other road transport authorities where permitted or required by law.
- You have the right, subject to certain exemptions, to obtain a copy of any personal data which we hold about you and to correct any inaccuracies in such data. If you wish to avail of any of these rights, please contact us at the NCT. We will deal with your request as soon as possible and in any event no longer than 40 days after you send us your request.
- We may occasionally update this information and we encourage you to periodically review it and to stay informed about how we handle the personal data we collected in relation to this application by going to www.ncts.ie.