

# APPLICATION FORM FOR DIGITAL TACHOGRAPH WORKSHOP CARD



RSA

Use the checklist below to make sure that your application is complete before you return it.

## APPLICATION CHECKLIST

Please tick ✓ to confirm that the application is complete.

- All of **PART A** has been completed by an approved fitter
- All of **PART B** has been completed by the workshop manager.
- Clear photocopy of the **workshop's** valid NSAI Certificate of Approval as an authorised analogue and digital tachograph workshop.
- Clear photocopy of valid Certificate of Approval as a **fitter** in the workshop (tachograph specific).
- Clear photocopy of fitter's current passport *or* current driving licence *or* public services card.
- €60 fee. Enter your credit or debit card details on page 4 of this form. Credit or debit card is the **only accepted method of payment**. Cash, postal orders, cheques or bank drafts are **not** accepted methods of payment.
- If you are applying for a replacement for a damaged, malfunctioning or locked-out card, you must submit that card as part of the application.
- For **first-time applications**, a passport-size photograph of the approved fitter must be submitted. If you are renewing or replacing an existing Workshop Card, you don't have to supply a photograph of the fitter, but you can if you want to.

## Send the completed application form to:

Road Safety Authority  
Clonfert House  
Bride Street  
Loughrea  
Co. Galway.

Remember to enclose all relevant documents  
(see the checklist above).

## Processing

You will not be issued with a receipt for this application. If your application is incomplete or invalid, it will be returned to you immediately.

## PIN

Please check your PIN within seven days of receiving it to ensure it is legible and is working.

## Data protection

Please note that all of the information requested on this form is necessary for the purposes of processing your application for a digital tachograph card. If you fail to answer any of the questions set out in the application form, it will not be possible to process your application for a card.

The details set out in your application form will be processed by the RSA and/or its service providers solely for the purposes of processing your application and, where your application is successful, for our ongoing dealings with you in respect of your digital tachograph card. Your details may also be processed for statistical purposes. These statistics are used in such a way that individuals are not identified.

The RSA will process your details in accordance with its obligations under the Data Protection Acts 1998–2018 and Regulation (EU) 2016/679 General Data Protection Regulation (GDPR). This includes taking all reasonable steps (including appropriate technical and organisational security measures) to protect personal data.

The RSA may disclose personal data to its agents, contractors and service providers to the extent reasonably required for the purposes described above. Where third parties are used we do so in accordance with applicable law and require the third parties to ensure compliance with data protection legislation.

In addition to third party service providers, we may disclose personal data to An Garda Síochána, other road transport authorities and transport enforcement agencies in other EU member states or AETR states, where permitted or required by law.

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- The right to access your personal data
- The right to request the rectification and/or erasure of your personal data
- The right to restrict the use of your personal data
- The right to object to the processing of your personal data
- The right to be forgotten in certain circumstances; and
- The right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.

If you wish to avail of any of these rights, please contact us at [dataprotection@rsa.ie](mailto:dataprotection@rsa.ie). Your request will be dealt with without undue delay and in any event within one month of receipt of the request.



## 4. DECLARATION BY APPROVED FITTER

I hereby apply for a Digital Tachograph Workshop Card and I declare that the address indicated in Section 2 above is my place of normal residence, and that the accompanying photograph and other documents relate to me. (Note that the photograph is required for first-time applications, and optional for renewal or replacement applications.)

I hereby declare that:

- I have read and understood each of the questions on this application form and the answers given by me are true and accurate to the best of my knowledge.
- I am a person of good repute.
- I understand that any person who obtains a digital tachograph workshop card by false statement, misrepresentation or omission of details likely to affect such application is liable to have such workshop card suspended or cancelled.
- I understand and undertake to comply with my duties and responsibilities as a fitter in a tachograph workshop (including those specified in Regulation (EU) No. 165/2014.

• Keep your signature entirely within the box •

Signed

• Write in black ink only •

This signature will be affixed to your card. If you do not sign wholly within the box, your application may be returned to you.

Day

Month

Year

Place Photo  
here

Plain white or grey  
background only

**Please remember to sign your application form in the box above.**





