



## Candidate ADI (cADI) invitation letter

Dear candidate ADI,

The application should be completed after reading the following notes:

- You must complete a Garda vetting invitation form. Once your completed application form and all required documents are received and checked you will be issued with a link by email where you can access your online eVetting form. Complete this online for processing by the Garda National Vetting Bureau. This will help the RSA assess if you meet the “person of good repute” criteria. Among the offences which will be considered to make a person unsuitable are murder, manslaughter, serious assault, drug trafficking, fraud and serious traffic offences. This form must be completed and returned to the RSA using the enclosed envelope.
- Please include your 6 digit Tax Clearance Access Number and a copy of your driving licence.
- Please return the completed application form, ensuring that you tick (✓) each driving licence category that you wish to give instruction (together with two passport style photographs) to the: Driver Education Section, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6E4.

**\*The driving instruction industry was regulated on 30th April 2009. It is now illegal to give instruction unless you are a Fully Qualified Approved Driving Instructor.**

The Information Pack is available to download at [www.rsa.ie](http://www.rsa.ie) to help you to prepare for the three ADI qualification stages.

Further information will be available on our website [www.rsa.ie](http://www.rsa.ie) or by post when you progress through the examination process.

The Driver Education Section would like to take this opportunity to wish you well with your application. If you have any further queries please contact us by email at [ADI query form](#) or telephone 096-25000.

ADI/Oct21



# APPLICATION FOR APPROVED DRIVING INSTRUCTOR (ADI) PERMIT

Office Use FA 1/07

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Approved Driving Instructor

## PERSONAL DETAILS Please use capitals

1. TITLE

Mr.  Mrs.  Miss.  Ms.

2. FIRST NAME:

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SURNAME:

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3. DATE OF BIRTH:

DATE   MONTH   YEAR

4. HOME ADDRESS:


5. BUSINESS ADDRESS  
(if different)


6. CONTACT TELEPHONE - LANDLINE:


MOBILE:

7. E-MAIL ADDRESS


**Note:**

**All applicants must supply an email address which will be used to facilitate the administration of Initial Basic Training (IBT), The Essential Driver Training (EDT) and the Approved Driving Instructor (ADI) scheme as appropriate.**

8. Are you the Business Owner or are you an employee in the driving instruction industry?

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9. (a) Please insert your PPS No.

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(b) Attach your current valid 6 digit tax clearance access number.

10. Have you been convicted following a charge in relation to the offences below;

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Murder
- Manslaughter
- Serious Assault
- Sexual Offences
- Drug Trafficking
- Any other offences

Please provide details: \_\_\_\_\_

Please note Garda vetting process may take some time.



## EXAMINATION PROCESS

10. What is your driver licence number?

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Country of issue \_\_\_\_\_ Date of Expiry \_\_\_\_\_

11. How long have you been a holder of a full driving licence?

\_\_\_\_\_ Years

12. Please indicate each category of instruction you wish to apply for.

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>CE</b>	
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13. Which driving licence categories do you hold a full licence for?

	AM	A1	A2	A	B	BE	C1	C	C1E	CE	D	D1	DE	D1E	W
<b>Please tick Categories held</b>															
<b>Date Obtained</b>															

14. If you wish to have any stage of your test conducted through the Irish language please indicate which stages:

Stage 1  Stage 2  Stage 3

15. If you have any special requirements please indicate below

(a) Dyslexia, Reading difficulties etc. (You must provide written documentation to support this)

(b) Wheelchair access

(c) Other: (Please provide relevant details) \_\_\_\_\_

16. At which location would you like to be examined for Stage Two, Driving Test and Stage Three, Instruction Ability Test.

Athlone, Cork, Dundalk, **Finglas**, Galway, Kilkenny, Letterkenny, **Limerick**, Mullingar, Tallaght, **Sligo**, Tralee and **Waterford**.

Stage Two- Driving Test \_\_\_\_\_

Stage Three- Instruction Ability Test \_\_\_\_\_

**(Note category A or CE Stage 2 or 3 ADI tests are only conducted at the centres highlighted in bold above).**

### Declaration

I declare that the information I have given is to the best of my knowledge true and accurate. My Driving Licence is current and valid for the categories I am applying for approval. The vehicles I provide for driving instruction purposes will be road worthy, properly maintained and in full compliance with the Road Traffic Act. I have not been disqualified from holding a driving licence, in the State, or by a Member State of the European Communities or the European Economic Area. I have not been disbarred from giving driving instruction by the competent authorities in a Member State of the European Communities or the European Economic Area.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please attach two  
Passport style  
photographs

## RSA ADI APPLICATION PROCESS - NOTES

The following notes should be read before completing the application form

What is a RSA ADI certification?

The objective of regulating the industry is to standardise instruction and give the ADI instructor a leading role in developing better drivers. The conditions of membership have been carefully framed to allow for a quality standard to be met with the minimum of inconvenience to the applicant.

### Question 1 - 4

Please fill in the information in capitals, clearly and correctly.

### Question 5

Please provide details of contact telephone numbers at which the RSA may contact you. Contact will include group text messages by way of an alert from time to time

### Question 6

Please Note: The Authority reserves the right to reject an email address that may be construed as being either offensive or insulting, and request a more suitable or more businesslike, address.

### Question 7

Please confirm whether or not you are an employee or self-employed.

### Question 8

PPSN is your Personal Public Service Number, for an employee you can find it on your P60 or certificate of tax credits and standard rate cut-off point. If you do not know your PPSN, you can contact your local office of the Department of Social Protection.

Each applicant is required to submit a current tax clearance access number issued by the Revenue Commissioners under the provisions of section 1095 of the Taxes Consolidation. To obtain a tax clearance access number you will need to register with ROS (Revenue On-Line Service).

### Question 9

Please tick the relevant box for each offence. If the answer to any of the questions is 'yes' please provide date of conviction and sentence received in the space provided. **A Garda Vetting invitation form must be completed and returned with your application. If your application is in order you will then be issued with an email containing a link to your online eVetting form where you will fill in all your details online.** Failing to provide any detail in relation to either convictions you may have, (even in the distant past) or addresses at which you lived, may result in your application being delayed or refused. **Please note Garda vetting process may take some time, you will be invited to undergo the Stage 1 Theory test, once the Garda vetting information has been received from An Garda Síochána.**

### Question 10

Please record your driving licence number in the boxes provided. Insert details of the country of issue, the date of expiry and include a copy of your Driving Licence with this application

### Question 11

To qualify to participate in the three stage examination process you must be the holder of a full drivers licence in the category you wish to give instruction, for a minimum of 2 years at time of application. Insert the date of issue of your first full driving licence.

### Question 12

Please indicate which categories of driving license you wish to provide driving instruction.

### Question 13

An RSA ADI must hold a drivers licence in the category in which they want to give instruction.

You must complete a theory test for each category and a driving test in each group of categories (see Approved Driving Instructor Information Booklet p.16).

The ADI Unit will advise which Stage 2 Driving tests need to be carried out depending on the categories of instruction for which you are seeking approval. Information provided in the ADI Information booklet will help you determine what tests will be necessary.



The Instruction ability test may be completed in any of the categories you have applied for.

#### Question 14

You may request to have your qualifying examinations conducted through the Irish language. If you wish to do so, indicate which stages you would like conducted through Irish.

#### Question 15

Please indicate any special requirements you may have in relation to the Stage 1 theory test. Extra time may be provided to those applicants who provide documentation supporting their statement of special needs.

#### Question 16

Stage one – theory test will be held in the following locations; Sligo, Donegal, Castlerea, Carrick on Shannon, Limerick, Ennis, Nenagh, Charleville, Tralee, Abbeyfeale, Killarney, Caherciveen, Cork, Macroom, Skibbereen, Youghal, Letterkenny, Derrybeg, Mullingar, Athlone, Longford, Portlaoise, Kilkenny, Carlow, Cavan, Monaghan, Kells, Westport, Ballina, Clifden, Wicklow, Clonmel, Drogheda, Dundalk, Wexford, Galway, Naas, Tullamore, Waterford, Dublin (North), Dublin (South)

The theory test provider Prometric Ireland Ltd. should be contacted regarding the date, time and location of your theory test. These details will be clearly outlined in an email which will issue to you once your Garda vetting information has been received from An Garda Síochána.

Stage two– driving test and stage three – instruction ability test will be held in the locations outlined in question 16.

#### Recognition of Existing Qualifications

Please see in your information pack what is required by the RSA to assess your existing qualification. Please also note the standards of service providers, quality assurances in place by the RSA. You should contact the ADI Unit in relation to recognition of prior qualifications. An assessment will only be made once you submit your application form and all required documentation and you will be notified of the outcome.

#### Fee:

Once you make a completed application to the Road Safety Authority (see checklist below) to become an ADI and your Garda vetting application has been processed and approved (Please note that this can take approximately 6 – 8 weeks) you will receive an email containing an eligibility number and the details on how to book your ADI Stage 1 Theory Test by telephone or online. It is at this stage that you will make payment for ADI Stage 1 Theory Test directly to Prometric (company that you will book your ADI theory test with). This fee is currently €150.

#### Cancelling your test:

##### Important

Please note 10 clear working days notice of cancellation must be given, otherwise the examination fee is forfeit. A limit of two cancellations (within the 10 days period) applies to each stage of the examination process after which any fee will be forfeit.

To avoid delays please read through this checklist and ensure you have included all the relevant details and items;

#### Checklist:

This completed application form

Vetting Invitation form (this form specifically states to return to RSA)

Two passport photos (signed on back)

Individual Tax Clearance Access Number – You need to have registered with Revenue On-Line Service (ROS) To obtain your tax clearance access number.

Copy of Driving Licence

If required; Supporting documentation (for those requiring special needs accommodation)


Additional information is available from the ADI section of our website [www.rsa/adi.ie](http://www.rsa/adi.ie)

