

This form is to enable a statutory declaration by a person acquiring a vehicle where Articles 10 and 11 of the Road Vehicles (Registration & Licensing) (Amendment) Regulations 1992 (S.I. 385 of 1992) is unable to deliver the relevant certificate (Vehicle Registration Certificate) for notification of registered ownership. The completed form may be accepted by the Minister for Transport, Tourism and Sport subject to acceptance of the requirements set out in the Road Vehicles (Registration and Licensing) (Amendment) Regulations 2014 (S.I. 509 of 2014).

(Please note that this form must not be used where a vehicle is purchased from a member of the motor trade.)

**PLEASE USE BLOCK CAPITALS ONLY (all sections of this form must be completed)**

**Section 1: Personal Details**

Name: \_\_\_\_\_  
Driver/Learner Permit Number: \_\_\_\_\_  
Company Registration Office (CRO) Number (applicable only where a registered company is acquiring the vehicle): \_\_\_\_\_  
Address (copy of utility bill dated within the previous 3 months containing address details must be supplied): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Section 2: Vehicle Details**

Vehicle Registration Number: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Type (passenger car, van, lorry etc): \_\_\_\_\_  
Chassis/VIN: \_\_\_\_\_  
Colour: \_\_\_\_\_  
Date of purchase of vehicle: \_\_\_\_\_  
Reason why the relevant certificate cannot be delivered to the Minister: \_\_\_\_\_

**Section 3: Motor Dealer Certification (this section of the declaration must be completed by a motor dealer)**

I (name of motor dealer employee) \_\_\_\_\_ of (name of Motor Dealer) \_\_\_\_\_  
certify that the vehicle details stated above are that of the vehicle  
I inspected on (date of inspection) \_\_\_\_\_  
Signature: \_\_\_\_\_  
Motor Dealer Stamp

**Section 4**

**This declaration must be witnessed and stamped by a Peace Commissioner/Commissioner for Oaths/Notary Public/Solicitor, and the details entered below:**

DECLARED BEFORE ME BY

\_\_\_\_\_ who are personally known to me or (who are identified to me by

\_\_\_\_\_ who is personally known to me) at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_

Signed \_\_\_\_\_

(Peace Commissioner/Commissioner for Oaths/Notary Public/Solicitor)

Stamp of Peace Commissioner/  
Commissioner for Oaths/Notary  
Public/Solicitor

Please return the completed form to the Driver Vehicle and Computer Services Division, Department of Transport, Tourism & Sport, Shannon, Co. Clare

## NOTES

This form should be completed where the documentation necessary (e.g. Vehicle Registration Certificate) to notify the change of ownership of a vehicle cannot be produced. Applicants must ensure that all sections of the form are fully completed. The form will be returned if incomplete.

Please note that supply of a phone number is not essential, but we advise you to include it as we may need to contact you regarding the application.

**The following items must be completed on the form.**

### Section 1: Personal Details

- Name
- Address\*
- Driving Licence or Learner Permit Number – you will find this on Field 5 of the paper licence or Field 4d on a plastic card licence
- Company Registration Office (CRO) Number (applicable only where a Company registered under the Companies Acts 1963-2013 is acquiring a vehicle)
- \* A copy of a utility bill dated within the previous 3 months must accompany the completed form

### Section 2: Vehicle Details

- Vehicle Registration Number
- Make/Model
- Type – passenger Car, Van, Lorry etc
- Colour
- Chassis/VIN
- Date of Purchase
- Details of how you acquired the vehicle and why the necessary documents to notify the change of registered ownership cannot be produced

### Section 3: Motor Dealer Certification

The vehicle must be examined by a motor dealer/employee of that dealership and that person must sign the form and certify that all the vehicle details at Section 2 are correct.

### Section 4

This section must be signed by a Solicitor/Peace Commissioner or Commissioner for Oaths.

This section may only be witnessed and stamped by a Solicitor/Peace Commissioner or Commissioner for Oaths (signature and stamp by a member of An Garda Síochána or other person will not be accepted).

**Please return the completed form to the Driver Vehicle and Computer Services Division, Department of Transport, Tourism & Sport, Shannon, Co. Clare**