

Failure to return tamper-proof discs – Required Documents

Whenever you renew your licence, change your vehicle or transfer your licence, you are required to return your tamper-proof discs. If you are unable to return your tamper-proof discs the Commission may accept relevant documentary evidence (listed below) of their destruction. You will also be required to sign a declaration confirming they have been destroyed.

Required documents

Notes:

- Any one or more of these documents may be provided as proof
- All documents provided are subject to follow up by the Commission's enforcement team. The Commission may contact the relevant company or organisation to confirm the validity of the document provided

Garda report

If your vehicle has been involved in an incident involving the Gardaí (for example it has been stolen or involved in a crash) then a copy of the Garda report and relevant Garda incident number should be provided.

It is not sufficient to only provide an incident number or the name of the Garda who filed the report.

Insurance report

If you cannot return your tamper-proof discs because your vehicle can no longer be used, you must provide a report from your insurance company stating this.

Receipts

Windscreen replacement

If you have recently had your windscreen replaced, a receipt from the company that replaced your windscreen may be provided as proof. If only one windscreen has been destroyed then the Commission will still expect the other tamper-proof disc to be returned.

Vehicle scrappage receipt

If your vehicle has been scrapped and you do not have an insurance claim you can submit as part of your declaration you may provide a receipt from the company who scrapped your vehicle as proof that the tamper-proofs have been destroyed.

In both cases the receipt must quote the relevant vehicle registration number in order to be submitted.

If you cannot provide any of the above documentation you must contact the Commission by phone outlining why you are unable to return your tamper-proof discs. The Commission will evaluate these applications on a case-by-case basis. There are a couple of scenarios that may apply to you listed below:

I cannot return my tamper-proofs because the person I rented the vehicle licence to didn't return them

If you are renting an SPSV licence to another person you are obliged under law to keep a record of that person's SPSV driver licence number and insurance details. If you are applying on this reason you must provide the details of the person who was renting your licence.

I have sold the vehicle and cannot get in touch with the person I sold it to

In order to assist the processing of your request you should submit some proof of the vehicle's sale.

If you do not have any documentary evidence, you should contact the Commission by calling the industry information line on 1890 347 347

All incidents of tamper-proof discs that are not returned will be logged with the Commission's enforcement team. Signed declarations will also be used in any future incidents involving the licence in question. Not providing documentary evidence may significantly delay your booking and will be highlighted for future follow up by the Commission's enforcement team.