

Driving for Work Assessment Checklist & Driving Licence Letter of entitlement

Please note that we are required to physically check each of our staff member's Driving Licences who are involved in driving HSE/DCITS Vehicles as part of their roles within the Organisation.

Please see the attached and links for the "Driving For Work Assessment" – Checklist "that is required to be completed for each driver, signed off by their Line Manager and submitted with a Letter of "Entitlement / Driver Statement" to dcitsfleet@hse.ie so that their details can be entered on our system as is required by the State Claims Agency / RSA.

1. Driving for work assessment checklist:

<https://stateclaims.ie/uploads/banner/Driving-for-Work-Assessment-Checklist-Interactive.pdf>

2. Details of how to obtain Letter of Entitlement below

- please follow the link below for a Driver Statement request

<https://www.ndls.ie/about/order-my-driver-statement.html>

What is a Letter of Entitlement/Driver Statement?

A letter of entitlement or driver statement is a copy of your driver record with details of name, address, date of birth, driver number, date of expiry of licence and class of licence including details of what that class refers to;

A letter of entitlement is required by NDLS when you wish to exchange your foreign licence and:

- the foreign licence presented in NDLS is expired
- the foreign licence is lost, stolen or damaged.
- one or more categories on the foreign licence does not have a start date.

A letter of entitlement must be an original. A faxed, scanned or email copy is not acceptable. It can take a customer some time to receive original documents which can delay applications.

How to obtain a Driver Statement or Letter of Entitlement for an Irish Licence?

You will need to contact NDLS at 0818 700 800 or email info@ndls.ie. You must provide your full name, driver number, PPSN, date of birth and whether you would like to receive your document by post or email.. Information regarding a driver will not be sent to a third party [How to obtain a Driver Statement or Letter of Entitlement \(LOE\) for a foreign licence?](#)

You will need to contact the original licensing authority that issued your foreign licence.

3. Exchanging a UK / NI Driving Licence

From 1 January 2021 if you are a resident in Ireland and hold a UK/NI driving licence it is no longer valid to drive on here in Ireland. It is not legal for driving purposes and must therefore be exchanged.

As a visitor to Ireland you can drive on a driving licence from any state outside the EU/EEA for up to one year provided the driving licence is current and valid. However, on taking up 'normal residence' in Ireland you must either exchange your driving licence or apply for a driving licence in Ireland.

Please see link below for more details:

<https://www.ndls.ie/licensed-driver/exchange-my-uk-ni-licence.html>

If you are resident in the UK/NI and are working in Ireland your UK/NI Licence will cover you

If this is the case please see link below to obtain your current driving licence details

Please submit to dcitsfleet@hse.ie



<https://www.nidirect.gov.uk/services/view-or-share-your-ni-driving-licence-information#:~:text=Use%20this%20service%20to%20view,as%20a%20car%20hire%20company.>