

Confirmation of Skills Test Appointment

Your CCSN:

Test confirmation number:

Test type:

Area:

Test date:

Test time:

The details of your skills test appointment are detailed below. Please ensure you present yourself at the date and location specified. To check in for your test, you are advised to arrive at the test centre approximately twenty minutes before you test start time. A summary of the terms and conditions you agreed to at time of booking is provided overleaf.

Please accept this letter as a receipt of payment for your licensing appointment (if applicable)

Test centre:	
Address:	
Total Transaction Fee: (€)	
Booking Reference:	
Payment Reference:	

Make sure to bring the correct identification

The identification that is stated at the time of booking is the identification that must be presented to the test centre staff when you attend to take your test. You will not be able to take your test unless you provide the same ID that you stated at the time of booking. The name on your ID must match the name on your booking.

If you are providing a driving licence as identification, it must be an Irish category B licence or one from an EU, EEA or other Recognised State. If your licence is in a language other than English or Irish, and it is either an EU licence issued prior to 19th January 2013, or issued by an EEA Member State or other recognised state, you must obtain a certified stamped letter from the relevant Embassy stating that the licence is true and valid.

Cancellation and no-show policy

You can cancel or reschedule your test up to one full working day before the appointment free of charge. If you cancel or re-arrange your test on the working day before the appointment, you must pay a late cancellation/late reschedule fee. This is €30 for all tests. If you fail to show up for your inspection, or cancel on the date of the appointment, you will lose your entire booking fee and your booking will be completely cancelled.

Terms and conditions

Test centre rules

1. Please note that mobiles phones, pagers, beepers, any other electronic devices, pens/pencils, calculators, bags, coats, jackets, books, notes, paper, food or beverages are not allowed in the test room. Personal belongings should be stored in the lockers provided.
2. Please be aware that candidates are not permitted to write down or copy by any other means any questions or any information regarding the exam for the entire duration of the examination.
3. Candidates must present the form of identification that was specified at time of booking. New SPSV driver licence applicants must present a valid driving licence. Existing SPSV drivers must present a valid driving licence and their SPSV driver licence (ID card). If the correct ID is not presented, a candidate will not be allowed to sit the test.
4. No person may personate a candidate (i.e. purport to have another identity) nor may any candidate permit himself/herself to be personated at any examination.
5. If you require any assistance during the examination, please raise your hand and an invigilator will assist you. Under no circumstances should any candidate leave the room without permission.
6. There is no scheduled break during the test. No extra test time will be allowed if you need to leave the room.
7. Candidates will comply with all instructions given by an invigilator.
8. During an examination, a candidate shall not communicate in any way with any other candidate(s).
9. A candidate will be disqualified and fail the exam if he/she improperly obtains knowledge of examination questions prior to the Examination.
10. Candidates are requested to be quiet at all times so that other candidates are not distracted or disturbed. A candidate who persists in causing noise or a disturbance will be disqualified from the exam.
11. Every candidate will conduct himself or herself in a civil and orderly manner at all times while at the test centre.
12. A candidate who is found contravening or attempting to contravene a test centre rule at a test centre will not be permitted to re-apply for the SPSV test for a period of 12 months from the date of the incident.

SPSV terms and conditions

1. As the candidate, I acknowledge that it is my responsibility to make the booking application.
2. As the candidate, it is my responsibility to notify the National Transport Authority of any change to my contact details.
3. I understand that the National Transport Authority will use any information provided for the purpose of administering the SPSV licensing system and in order to perform the functions assigned to it by the Taxi Regulation Act 2013 and 2016, including the maintenance of a public register and the Driver Check app. Information provided will be shared with certain authorised third parties where necessary in order to carry out our functions and for the purposes of law enforcement. The National Transport Authority is registered with the Office of the Data Protection Commissioner and all information sharing will be performed in accordance with the Data Protection Acts 1988 and 2003.
4. I grant the National Transport Authority permission to verify my tax clearance status with Revenue.
5. I understand that the National Transport Authority is authorised to collect Personal Public Service (PPS) Numbers for identification purposes.
6. I am aware that it is illegal to operate without an active SPSV driver licence.
7. I understand that the operation of an SPSV licence is subject to the provisions of the Taxi Regulation Acts 2013 and 2016, Road Traffic Acts 1961- to date, Roads Act 2007, Public Transport Regulation Act 2009 and 2016 and any statutory instruments made thereunder.
8. I confirm that the particulars furnished herein are true and accurate. I accept that false or misleading information may lead to prosecution and/or the revocation of a licence. I also accept that incomplete or inaccurate information may delay the issue of a licence.
9. I have read, understood and accept these terms and conditions which apply to the skills development test administered by the National Transport Authority. I agree to be bound by these terms and conditions, together with the legislation in force.

If you require further information please call 0761 064 000