Identification Documents – Individual (consumer, sole trader, or any other natural personal who can provide a PPSN)

What identification documents will you need?

We will need proof of your identity to proceed with your request. This ensures that your individual data protection rights are upheld.

You will need to provide copies of documents to prove:

1. Your identity

One of the following documents is acceptable:

- the identification page and signature page of your passport; or
- the identification side of your EU driving licence card.

If providing a copy of the paper driving license please ensure you provide all 3 pages.

2. Your address

One of the following documents is acceptable but it must be no more than six months old:

- utility or landline telephone bill;
- statement from a bank, building society or credit union;
- a letter from the Department of Employment Affairs and Social Protection or the Revenue Commissioners addressed to you;
- a letter from any other statutory body or State agency addressed to you; or
- a letter from an insurance company addressed to you relating to an existing insurance policy.

3. Your Personal Public Service Number (PPSN)

One of the following documents is acceptable:

- a letter from the Department of Employment Affairs and Social Protection or the Revenue Commissioners addressed to the consumer showing their PPSN;
- a P21, Tax Assessment or Notice of Tax Credits;
- a receipt for a social welfare payment;
- a medical card or drug payment scheme (DPS) card; or
- a payslip, P60 or P45.

We cannot accept a Public Service Card as proof of PPSN or identity.

Please ensure that:

- you send copies and not original documents if posting;
- copies of any uploaded or scanned documents are legible.

Please note that the personal information you provide to prove your identity will be retained for a period of five years after which it will be deleted or, if in hard copy, securely destroyed.
Identification Documents – Non-Individual (company, or any other legal entity that can provide a Business Registration Number (CRO) or foreign equivalent

What identification documents will you need?

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You will need to provide copies of documents to prove:

1. Your identity

One of the following documents is acceptable:

- the identification page and signature page of your passport; or
- the identification side of your EU driving licence card.

If providing a copy of the paper driving license please ensure you provide all 3 pages.

2. Your address

One of the following documents is acceptable but it must be no more than six months old:

- utility or landline telephone bill;
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