

Identification Documents

Request by an Individual

(Consumer, sole trader, or any other natural person who can provide a PPSN)

What identification documents will you need?

We will need proof of your

1. identity
2. address
3. PPSN

- Identification documents are necessary to validate your request.
- We use this information (your name, your address and your PPSN) to ensure that we can accurately identify you on the Central Credit Register, and assist you in exercising your rights under the Credit Reporting Act 2013.
- Processing of this information is provided for in the Credit Reporting Act 2013 as amended and associated Regulations.

For online applications: -

Upload a legible copy of ONE document from EACH of the points below.

For postal applications:-

Post a legible copy of ONE document from EACH of the points below.

Do not send original documents.

1. Your identity

Provide a copy of ONE of the following documents (no document should be more than 6 months older than its expiry date):

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

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

2. Your address

Provide a copy of ONE of the following documents to prove your address (no document should be more than 6 months older than the date of your application):

- 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. PPSN

Provide a copy of ONE of the following documents to prove your PPSN:

- 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 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.