

Identification Documents for an Individual

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

In order to apply for your credit report or exercise any other rights, you will need to complete an online application form and attach the following identification documents:

1. Proof of your identity

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

- **Passport** - the identification page (name, date of birth, photo and signature) of your passport including your name, date of birth, photo and signature; or
- **EU Driving Licence card** - the identification side (photograph, name and signature) of your EU driving licence card.

Contact us at myrequest@centralcreditregister.ie if you cannot provide either of the above

2. Proof of your address

Upload 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 and must show your FULL address):

- 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. Proof of your PPSN

Upload a copy of ONE of the following documents clearly showing your COMPLETE PPSN. Please note that a proof of PPSN document must clearly have the term "PPSN" labelled.

- Public Services Card – both sides (front and back)
- Correspondence from the Department of Social Protection or the Revenue Commissioners addressed to you showing your COMPLETE PPSN;
- a Tax Assessment or Notice of Tax Credits;
- a medical card or drug payment scheme (DPS) card;
- a payslip, or Employment Detail Summary document from Revenue.

See our Data Protection Statement at centralcreditregister.ie for more information on how we process your personal information.

For postal applications, please download an application form at <https://www.centralcreditregister.ie/borrower-area/apply-for-your-credit-report-and-other-rights/postal-applications/> or contact us at myrequest@centralcreditregister.ie.