

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**. **Your PPSN is comprised of 7 numbers, followed by 1 or 2 letters**. Please note that a proof of PPSN document must clearly have the term "PPSN" labelled.

- Public Services Card – both sides (front and back)
- Medical card
- Drug payment scheme (DPS) card;
- Correspondence from the Department of Social Protection or the Revenue Commissioners addressed to you
- a Tax Assessment or Notice of Tax Credits;
- a payslip, or Employment Detail Summary document from Revenue.
- A European Health Insurance Card issued by the Government of Ireland can also be used where the **Personal identification number** is your PPSN.

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.

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