



Central Credit Register

Fact Sheet

Placing an Explanatory Statement on my Credit Report

www.centralcreditregister.ie



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

What is an Explanatory Statement?

An Explanatory Statement is a statement of up to 200 words about information on your credit report. You can use it if you wish to explain an event or circumstances about your loan or loans. Any information you provide in your explanatory statement must relate only to you and your information on the Central Credit Register.

Your explanatory statement will be visible when a lender, you, or a person to whom you have given consent, obtains your credit report.

The explanatory statement is not a means of making a complaint. Information on how to make a complaint is available at centralbank.ie.

The explanatory statement must:

- relate only to you;
- relate only to your information held on the Central Credit Register;
- be no longer than 200 words.

It should not contain obscene or defamatory (damaging) statements.

You are the the author and publisher of this statement.

The Central Bank of Ireland cannot take responsibility for any explanatory statement that you publish. This is in line with Section 13 of the Credit Reporting Act 2013.

Who owns the information?

The Central Bank owns the information held on the Central Credit Register. The Central Bank is a data controller under the Data Protection Acts. Information submitted by lenders to the Central Credit Register is used to create individual credit reports. A credit report can help lenders when making decisions about loans and loan applications. More information on the collection and use of your personal data is available at centralcreditregister.ie where you will also find a link to the Central Bank's data protection privacy notice.

How do I place an Explanatory Statement on my Credit Report?

The fastest way to do this is online.

You may complete the online application form to place an explanatory statement on your credit report at centralcreditregister.ie.

You must print and sign your completed application form, where you have also included your explanatory statement. You must then upload it with your identification documents.

Alternatively, you can contact us by email at: myrequest@centralcreditregister.ie or you may write to us at:

Central Credit Register,
Adelphi Plaza,
George's Street Upper,
Dún Laoghaire,
Co. Dublin.

Please make sure to provide clear information in your correspondence and remember to include your identification documents and text of your explanatory statement.

Why do I need to submit identification documents?

In order to place an explanatory statement 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.

How long does the Explanatory Statement last for?

The explanatory statement remains on your credit report until:

- you instruct us in writing to remove it; or
- more than five years have passed since the loan it relates to has been paid off.

Who can see an explanatory statement on my credit report?

Until it is removed, lenders, you or any person to whom you give consent to ask for your credit report can see your explanatory statement every time your credit report is obtained..

Lenders must request a copy of your credit report when you have applied for a loan of €2,000 or more. They may also, if they wish, request a copy of your credit if your loan application is for less than €2,000.

Lenders may also request a copy of your credit report if

- you have requested a re-structure of an existing loan;
- there are arrears on an existing loan; or
- there has been a breach of the limit on a credit card or overdraft.

How will I know the explanatory statement has been placed on my credit report?

We will advise you in writing once the explanatory statement has been placed on your credit report.

Further information

Online: www.centralcreditregister.ie
Email: myrequest@centralcreditregister.ie
Landline: 01 224 5500



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