



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

November 2024

# IDENTIFICATION DOCUMENTS

## For 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 application form and attach the following identification documents. Please note your application cannot be processed without valid identification documents. Proofs must be within 6 months of its expiry date, have your full address and your PPSN is clearly labelled.

Should you have any queries in respect of the Central Credit Register, please visit our frequently asked questions available on our website at the following link:  
[www.centralcreditregister.ie/borrower-area/faqs/](http://www.centralcreditregister.ie/borrower-area/faqs/)

### 1. Proof of your identity

Upload a clear and legible copy of ONE of the following documents (document cannot be accepted as valid where it has expired more than 6 months ago):

- **Passport** - the identification page of your passport including your name, date of birth, photograph 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](mailto:myrequest@centralcreditregister.ie) if you cannot provide either of the above

### 2. Proof of your address

Upload a clear and legible copy of ONE of the following documents to prove your address (document must be dated within the last 6 months 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 FULL PPSN. Please note that a proof of PPSN document must clearly have the term “PPSN” labelled.

- Public Services Card – both sides (your PPSN is on the back of the card therefore must scan both front and back of the card)
- Correspondence from the Department of Social Protection or the Revenue Commissioners addressed to you with your PPSN clearly labelled;
- a Tax Assessment or Notice of Tax Credits;
- a medical card
- Drug Payment Scheme (DPS) card (clearly showing and labelling YOUR PPSN);
- a payslip, or Employment Detail Summary document from Revenue.
- European Health Insurance Card issued by the Government of Ireland (clearly showing and labelling YOUR PPSN)

Please read our Data Protection Statement on our website at the following link [www.centralcreditregister.ie/borrower-area/data-protection-statement/](http://www.centralcreditregister.ie/borrower-area/data-protection-statement/) 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](mailto:myrequest@centralcreditregister.ie).