APPLICATION TO RESERVE A VEHICLE REGISTRATION NUMBER
(Form VRT 15A)

APPLICANT DETAILS (the owner of the vehicle only)

Name:

Address :

Telephone :

Email :

Tax Number (PPSN / VAT / TAN):

I wish to reserve the following Registration Number for assignment to a vehicle owned by the above named applicant:

Year **Half** **District** **Number**

- I enclose a: **Cheque** **Bank Draft** **Postal Order** (tick as appropriate) for **€1,000**
- I understand that a reserved registration number can only be assigned to a vehicle when it has been reached in the normal sequence and that it may not be displayed on a vehicle before it has been formally assigned by Revenue following the presentation and acceptance of a completed declaration for registration.
- I understand that a reserved registration number can only be assigned and issued to a vehicle in the year in which the vehicle is first brought into use.
- **I understand that the fee, will not be refunded.**
- **I agree to the conditions listed below.**

*Half – "1" if vehicle will come in to use between 1 Jan & 30 June; "2" if between 1 July & 31 Dec

Signature: Date :

Name: (Block Letters)

Company Position: (If signing on behalf of a company)

Please note the following conditions:

- The applicant name must be that of the person or the legally accountable entity by whom the vehicle will be kept. A trading name, which is not the name of a legally accountable entity, is not acceptable.
- Applications will only be accepted from 1 November of the preceding year. Numbers can only be used in the relevant calendar year.
- The registration number must correspond with the place (licensing authority area) at which the applicant, at the time of registration, will be ordinarily resident. This should correspond with the address linked to the tax number of the applicant. Reserved Registration Numbers are not transferable.
- A reserved registration number can only be assigned and issued to a vehicle in the year in which the vehicle is first brought into use.
- Applicants should note that the fee for a successful application is not refundable.
- The fee of €1,000 (cheque / bank-draft / postal-order made payable to the Revenue Commissioners) should be enclosed with this form.

- Further information on how to reserve a registration number is available at: **https://www.revenue.ie/en/vrt/vehicle-registration-tax/registration-plates-and-format-standards.aspx**
- The completed application should be sent to: **The National VRT Service, Revenue Commissioners, Anne Street, Wexford, Y35 E29K**

FOR CENTRAL VECHILE OFFICE USE ONLY

Application has been recorded in :- ☐ **ITP** ☐ **D/B**

Notice of reservation has been issued? ☐ **YES**

Receipt Number: _____ has been isssued

Signature _____ Date _____

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our **Privacy** page on **www.revenue.ie**. Details of this policy are also available in hard copy upon request.