

# Explanatory Statement Application Form

## Part 1: Your details

Please provide the personal data used by you when you applied for, or entered into a credit agreement. Your PPSN will only be used to locate your information on the Central Credit Register. This information will not be shared. Fields marked with an \* are mandatory. Please use BLOCK CAPITALS.

Name\*

Additional Forename

Surname\*

Previous surname

Date of Birth\*

Gender\*

PPSN\*

Tax ID Number

Telephone Number

Telephone Number

Telephone Number

Address Data:

Please include your current address, and any other addresses you provided to a lender when you applied for, or entered into a credit agreement.

Address line 1\*

Address line 2\*

City\*

County\*

Postal Code

Eircode

Country\*

Additional Address

Additional Address

Additional Address

**Part 2: Explanatory Statement details and chosen method of response**

Product type\*

Name of Lender\*

Contract Start Date\*

Explanatory Statement (maximum 200 words)\*

*Please note the fastest method of response is via email. If you choose post, please allow some additional days for delivery.*

Email address

**OR**

Send response by post:

Postal address

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Part 3: How to return the application form.**

*Please ensure you have signed the Declaration in Part 2.*

*Please include your Identification Documentation from the options below:*

#### **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 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.

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