



## NOTES

### How to apply for a new Amusement Machine Permit and Amusement Machine Licence(s)

#### Amusement Machine Permit

##### Requirements:

You must hold a valid Tax Clearance Certificate. However, **do not** submit the Certificate with your Application.

##### Required Documents to accompany this Form:

Schedule of Public Places (page 3 of this form).

##### How to apply for an Amusement Machine Permit:

1. Complete the Application Form and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford
2. The completed Application Form is processed and if approved a First Time Application Notice will issue
3. On receipt of your First Time Application Notice, you can then apply for your Amusement Machine Permit using the **Payment Options** below.

#### Amusement Machine Licence(s)

##### Requirements:

You must hold a valid Tax Clearance Certificate. However, **do not** submit the Certificate with your Application.

##### Required Documents:

A current valid Amusement Machine Permit (see above).

##### How to apply for an Amusement Machine Licence(s):

1. Complete the Application Form and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford
2. The completed Application Form is processed and if approved a First Time Application Notice will issue
3. On receipt of your First Time Application Notice, you can apply for your Amusement Machine Licence(s) using the **Payment Options** below.

#### Payment Options

- **Revenue On-Line Service (ROS)** You can apply for your Excise Licence on-line using ROS For details visit the Revenue website at [www.revenue.ie](http://www.revenue.ie) or phone **ROS Helpline:1890 201 106**
- OR -
- **By completion of the Payslip located at the bottom of the First Time Application Notice:** Payment should be made by cheque / bank draft and made payable to the Collector-General using the prepaid envelope provided. **Do Not Enclose Cash**

#### Important

**The Amusement Machine Permit and the Amusement Machine Licence(s) First Time Application Notice Payslip(s) must be completed separately and returned with payment(s) to the Collector-General, Sarsfield House, Francis Street, P.O. Box 413, Limerick.**

Office of the Revenue Commissioners  
National Excise Licence Office  
Government Offices  
The Glen  
Waterford

Contact us:  
1890 500 400  
[exciselicences@revenue.ie](mailto:exciselicences@revenue.ie)  
[www.revenue.ie](http://www.revenue.ie)

