

When to use this Form

Renewal of existing Passenger Aircraft Licence(s)

This form can be used to inform Revenue of the registration number(s) of Passenger Aircraft Licence(s) you wish to acquire. This can also be done by email at exciselicences@revenue.ie or by contacting the National Excise Licence Office on 1890 500 400.

Where additional Passenger Aircraft Licence(s) are being added during the Licensing year.

This form can be used to inform Revenue of the registration number(s) of any additional Passenger Aircraft Licence(s) required.

Application Process

Requirements: You must hold the following documents. However, **do not** submit these documents with your Application.

- A valid Tax Clearance Certificate
- Short Certificate of Incorporation (If a Company)
- Certificate of Registration of Business name

Process:

- Complete this Application Form and submit to the National Excise Licence Office, Government Offices, The Glen, Waterford. **Do not Submit Payment with this Application.**
- The completed Application Form is processed and if approved a Renewal Notice for your Passenger Aircraft Licence(s) will issue.
- On receipt of your Renewal Notice, you can apply for your Passenger Aircraft Licence(s) using the Payment Options below.

Payment Options

- **Revenue On-Line Service (ROS):** You can renew your Excise Licence on-line using ROS For details visit the Revenue website at 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**

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

Contact us:
1890 500 400
exciselicences@revenue.ie
www.revenue.ie