

Dublin Airport Permit Application and Payment Portal

User Guide

Introduction

Welcome to the new Dublin Airport permit application and payment portal user guide.

The permit portal has been introduced by Dublin Airport to provide a quick and secure way for permit holders to apply for a permit, make a payment and update their contact details.

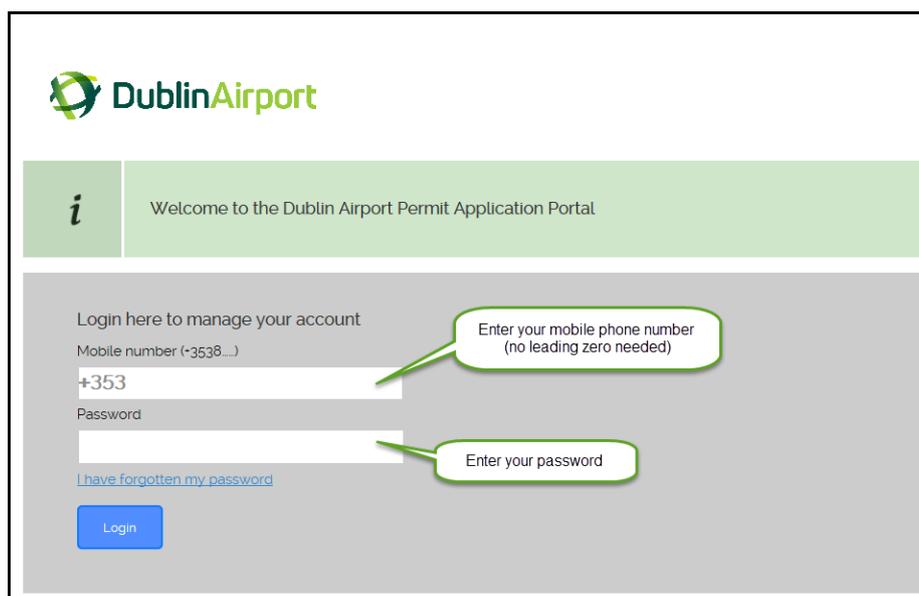
This guide will explain how an existing permit holder can complete their 2017 online permit application form. **Please note:** the permit holder details used in this guide are sample information for illustration purposes only.

Logging In

You can access the permit portal from the Dublin Airport website: www.dublinairport.com/taxi-operations and by clicking [Permit Portal](#)

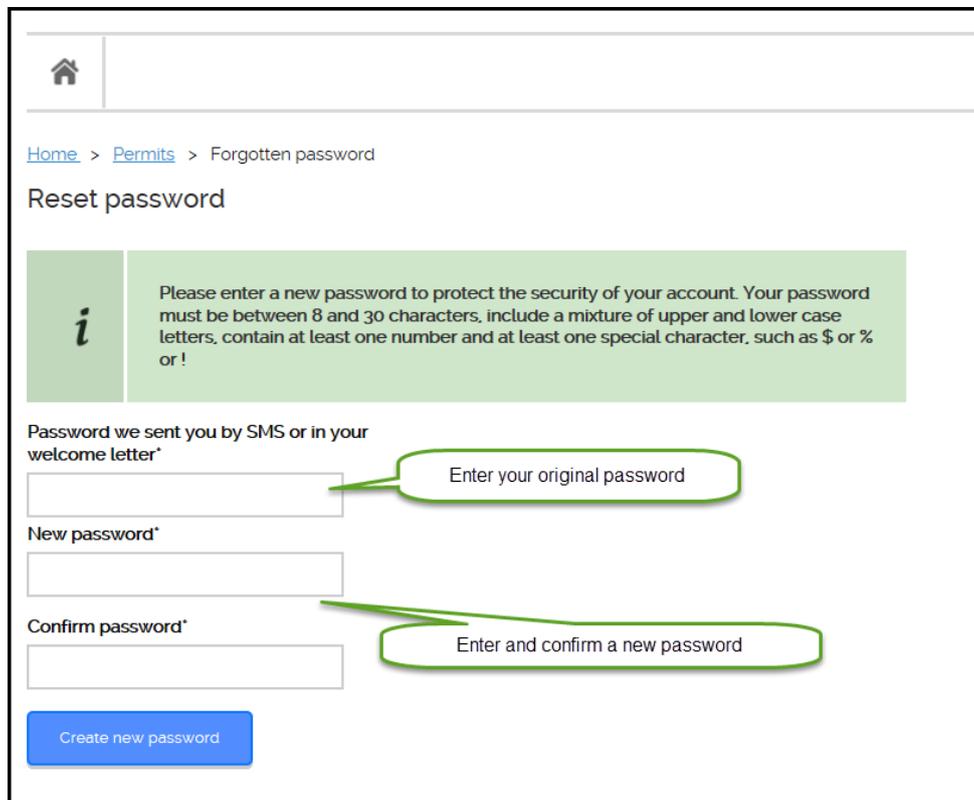
You will then be brought to the permit portal login page:

- To Log into your account, please enter your mobile phone number, dropping the first zero
- Enter the password you received in your welcome letter



Resetting your password

The first time you log into the system you will be asked to reset your password. You can then enter a password of your choice to use going forward.



The screenshot shows a web interface for resetting a password. At the top left is a home icon. Below it is a breadcrumb trail: [Home](#) > [Permits](#) > Forgotten password. The main heading is "Reset password". A green information box contains an 'i' icon and the text: "Please enter a new password to protect the security of your account. Your password must be between 8 and 30 characters, include a mixture of upper and lower case letters, contain at least one number and at least one special character, such as \$ or % or !". Below this are three input fields: "Password we sent you by SMS or in your welcome letter*", "New password*", and "Confirm password*". A blue button labeled "Create new password" is at the bottom. Two green callout boxes point to the first and third input fields, containing the text "Enter your original password" and "Enter and confirm a new password" respectively.

Please note: to protect the security of your account, your password must be:

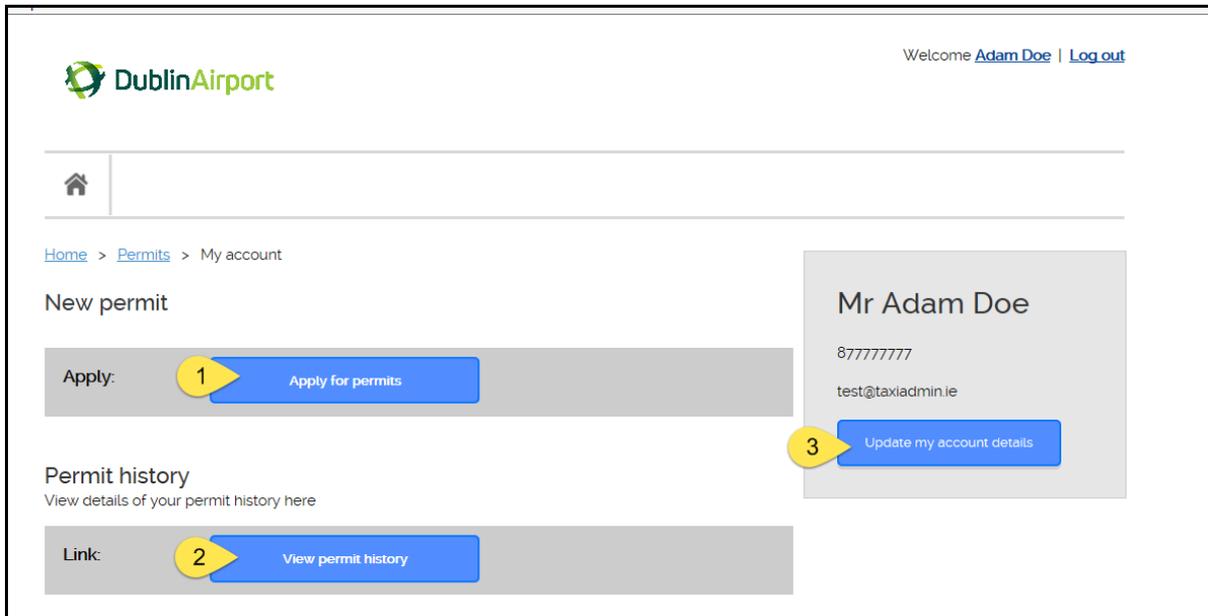


- ✓ Minimum of 8 characters long, and a maximum of 30 characters;
- ✓ Use a combination of upper and lower case letters;
- ✓ Include at least one number and one special character (such as ! or \$ or &)

Your Permit Account

Once you have created your new password, you can access your account, where you can

1. Apply for a permit
2. View your permit history
3. View and your contact details



Apply for a taxi permit

To complete your online permit application, you will require:



- ✓ a picture of your PSV license
- ✓ a picture of you SPSV licence
- ✓ your payment details, be that a credit or debit card, a postal order or bank draft

Click on **Apply for permits**:



Your permit type, **Taxi Permit**, is already selected for you, just click **Continue**



To facilitate an easier and quicker application process, the online application form will be pre-populated with your details; you can simply confirm whether the details are correct or update/edit the information as required.

Taxi permit details: Personal Address

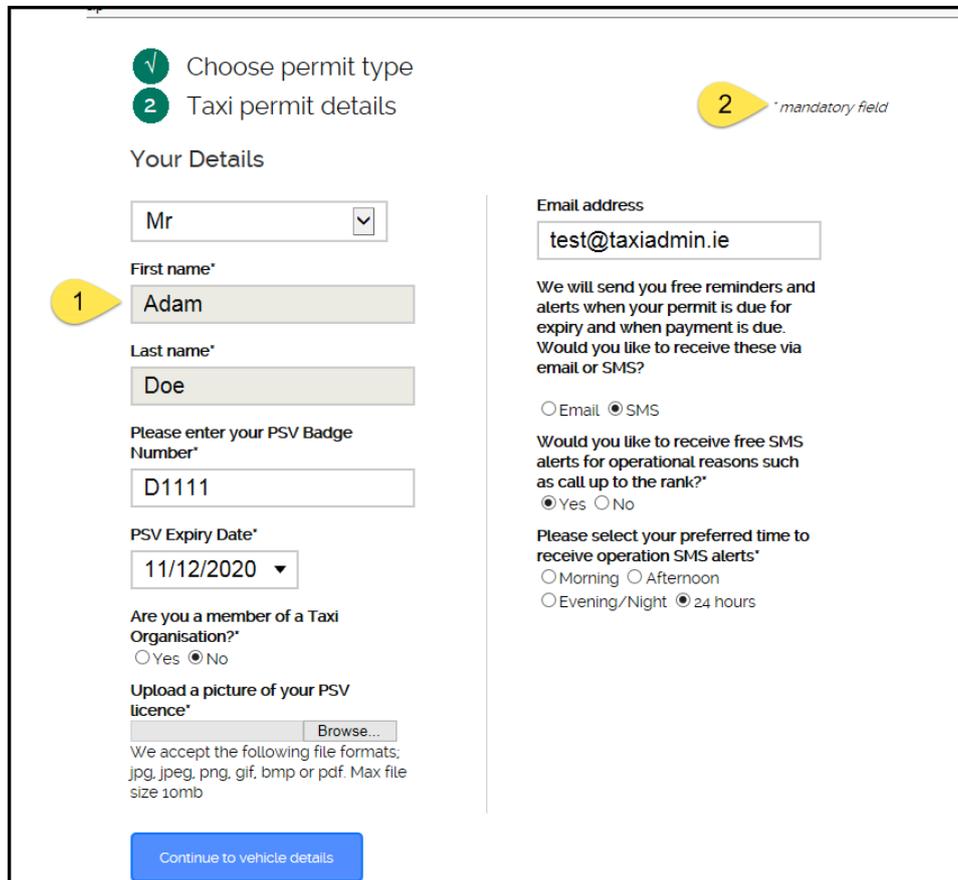
Please note:

1. Fields that are greyed out cannot be edited, these fields can only be changed by Taxi Admin
2. Fields with an * are mandatory field

Taxi Permit details: Your Details

Once Again:

1. Fields that are greyed out cannot be edited, these fields can only be changed by Taxi Admin
2. Fields with an * are mandatory field



Choose permit type
 2 Taxi permit details 2 *mandatory field

Your Details

1 First name*

Last name*

Please enter your PSV Badge Number*

PSV Expiry Date*

Are you a member of a Taxi Organisation?*
 Yes No

Upload a picture of your PSV licence*

We accept the following file formats: jpg, jpeg, png, gif, bmp or pdf. Max file size 10mb

[Continue to vehicle details](#)

Email address

We will send you free reminders and alerts when your permit is due for expiry and when payment is due. Would you like to receive these via email or SMS?
 Email SMS

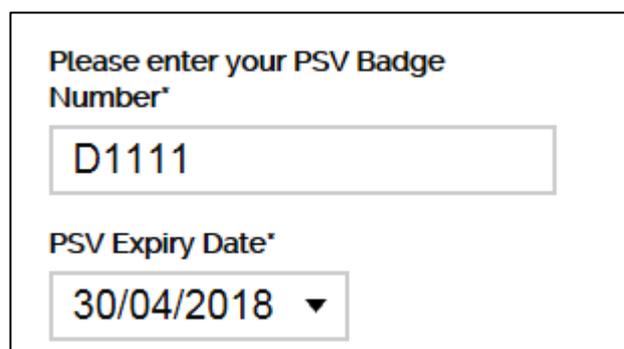
Would you like to receive free SMS alerts for operational reasons such as call up to the rank?*

Yes No

Please select your preferred time to receive operation SMS alerts*
 Morning Afternoon
 Evening/Night 24 hours

PSV Details

Review your PSV Badge number and expiry date – you can update them if you need to



Please enter your PSV Badge Number*

PSV Expiry Date*

Taxi Organisation Details

Are you a member of a Taxi Organisation?

If not select "No"

Are you a member of a Taxi Organisation?*

Yes No

If "Yes" please, select from the list,

Are you a member of a Taxi Organization?

If Yes select from the list or chose Other

Are you a member of a Taxi Organisation?*

Yes No

Please select which Organisation from the list below*

Select Membership

I.T.D.F

N.P.H.T.A

D.A.T.A

T.T.N.H

Other

Or you can select "Other" and type in the name of the organisation

If the name of your Taxi Organisation does not appear in the dropdown list, select Other and enter the name of the Organisation

Are you a member of a Taxi Organisation?*

Yes No

Please select which Organisation from the list below*

Other ▼

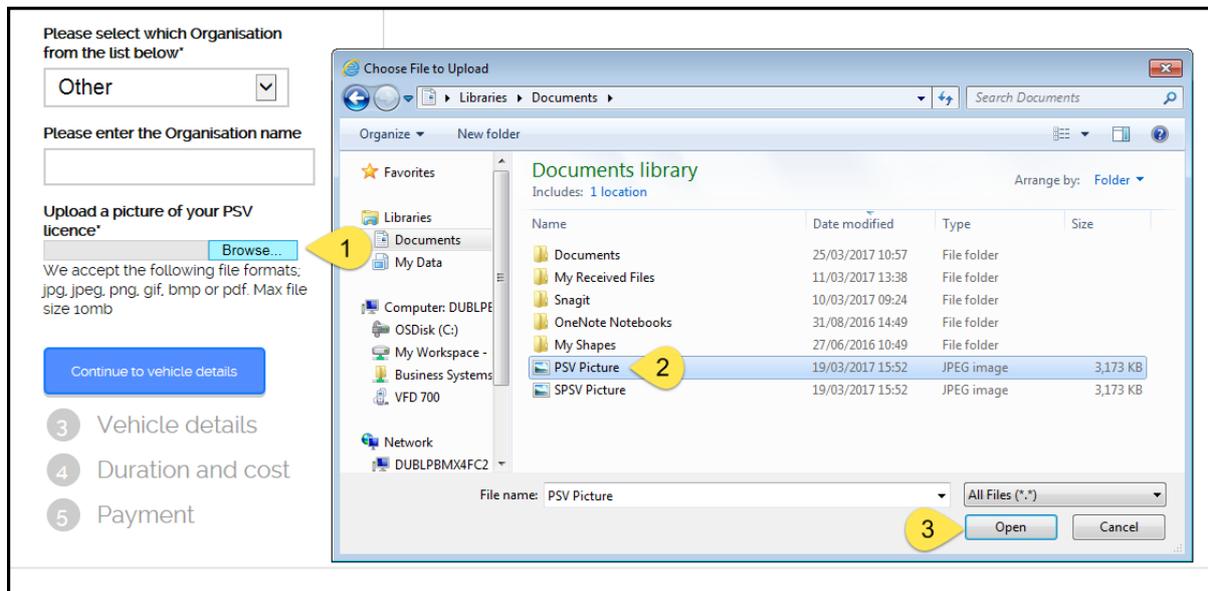
Please enter the Organisation name

Upload a picture of your PSV licence

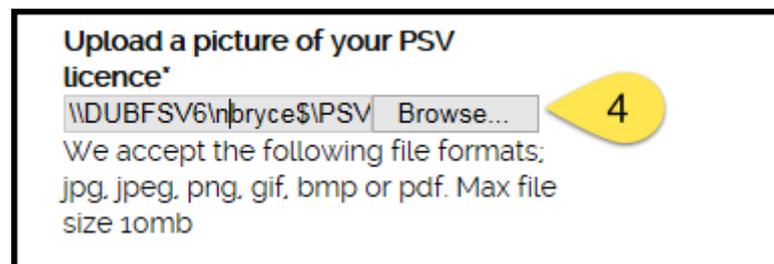
1. Click on Browse



2. Chose the file you want to upload – the picture of your PSV licence
3. Click Open



4. The picture is now attached



Permit Reminders

You will receive free reminders when your permit is due for renewal or when a payment is due.

These reminders are sent by SMS, but if you have an email address you can chose to receive the reminders either by email or SMS.



Email address
adamdoe@gmail.com x

We will send you free reminders and alerts when your permit is due for expiry and when payment is due. Would you like to receive these via email or SMS?

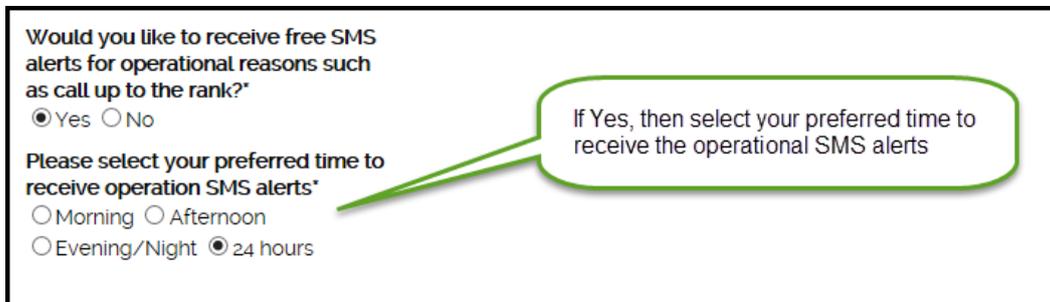
Email SMS

You can receive your free reminders by SMS or by email (if you have an email address)

Operational Call Up Alerts

You can select to receive free SMS alerts for operational reasons, such as a call up to the rank.

If you would like to receive these alerts, select Yes and select your preferred time as well.



Would you like to receive free SMS alerts for operational reasons such as call up to the rank?*

Yes No

Please select your preferred time to receive operation SMS alerts*

Morning Afternoon
 Evening/Night 24 hours

If Yes, then select your preferred time to receive the operational SMS alerts

Once you have completed all your details, click **Continue to vehicle details**

✓ Choose permit type

2 Taxi permit details ** mandatory field*

Your Details

Mr

First name*
Adam

Last name*
Doe

Please enter your PSV Badge Number*
D1111

PSV Expiry Date*
11/12/2020 ▾

Are you a member of a Taxi Organisation?*

Yes No

Upload a picture of your PSV licence*

\\DUBFSV6\mbryce\$\PSV Browse...

We accept the following file formats; jpg, jpeg, png, gif, bmp or pdf. Max file size 10mb

Email address
adamdoe@gmail.com

We will send you free reminders and alerts when your permit is due for expiry and when payment is due. Would you like to receive these via email or SMS?

Email SMS

Would you like to receive free SMS alerts for operational reasons such as call up to the rank?*

Yes No

Please select your preferred time to receive operation SMS alerts*

Morning Afternoon
 Evening/Night 24 hours

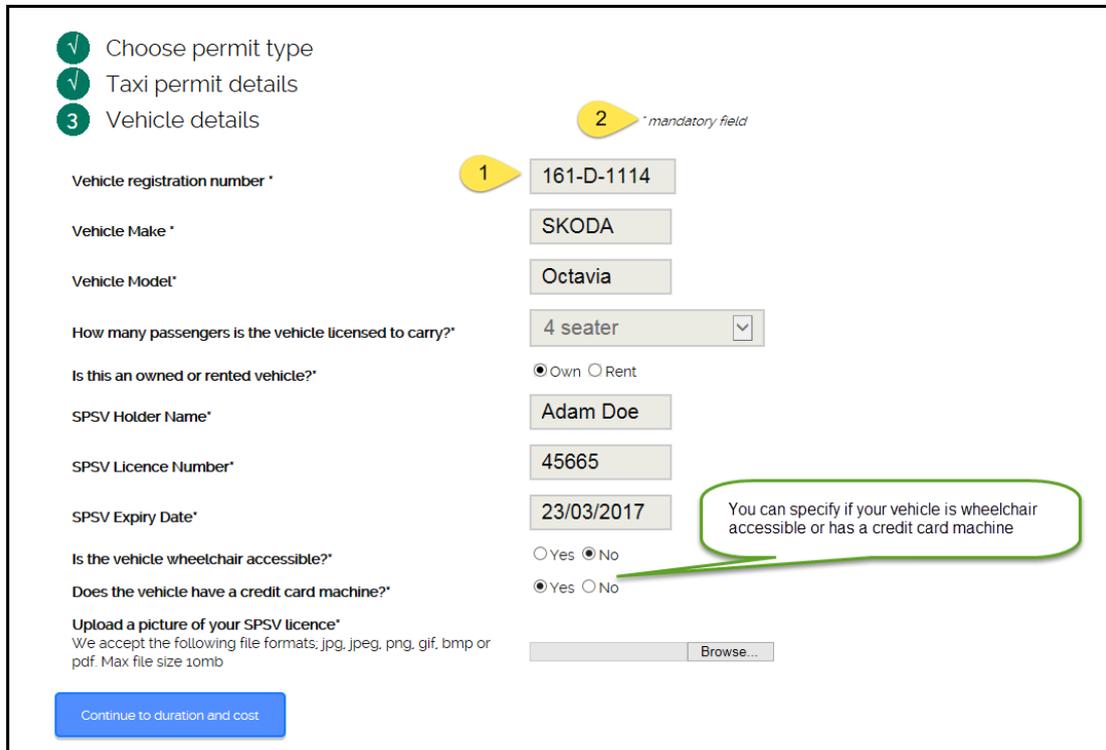
Click Continue to vehicle details

Continue to vehicle details

Taxi Permit details: Vehicle Details

Once Again:

1. Fields that are greyed out cannot be edited, these fields can only be changed by Taxi Admin
2. Fields with an * are mandatory field



Choose permit type
 Taxi permit details
 3 Vehicle details

Vehicle registration number * 1 161-D-1114 2 * mandatory field

Vehicle Make * SKODA

Vehicle Model* Octavia

How many passengers is the vehicle licensed to carry? 4 seater

Is this an owned or rented vehicle? Own Rent

SPSV Holder Name* Adam Doe

SPSV Licence Number* 45665

SPSV Expiry Date* 23/03/2017

Is the vehicle wheelchair accessible? Yes No

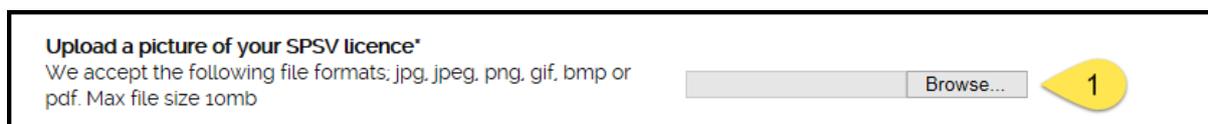
Does the vehicle have a credit card machine? Yes No

Upload a picture of your SPSV licence*
 We accept the following file formats: .jpg, .jpeg, .png, .gif, .bmp or .pdf. Max file size 10mb

You can specify if your vehicle is wheelchair accessible or has a credit card machine

Upload a picture of your SPSV licence

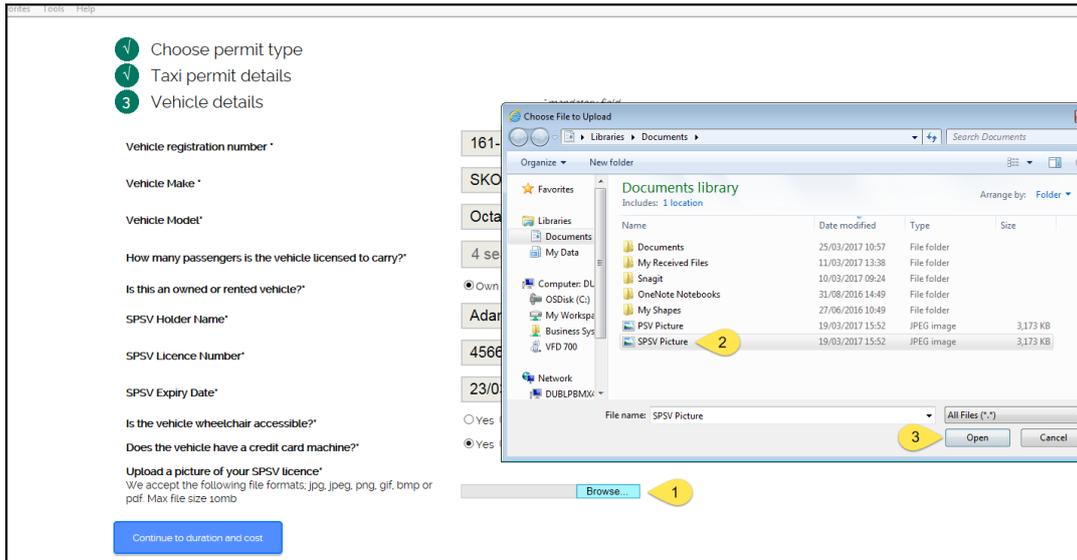
1. Click on browse



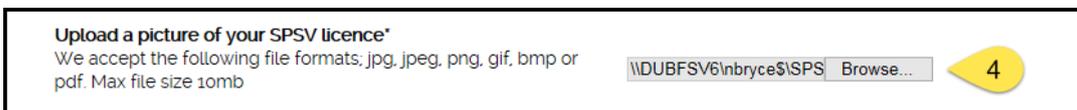
Upload a picture of your SPSV licence*
 We accept the following file formats: .jpg, .jpeg, .png, .gif, .bmp or .pdf. Max file size 10mb

1

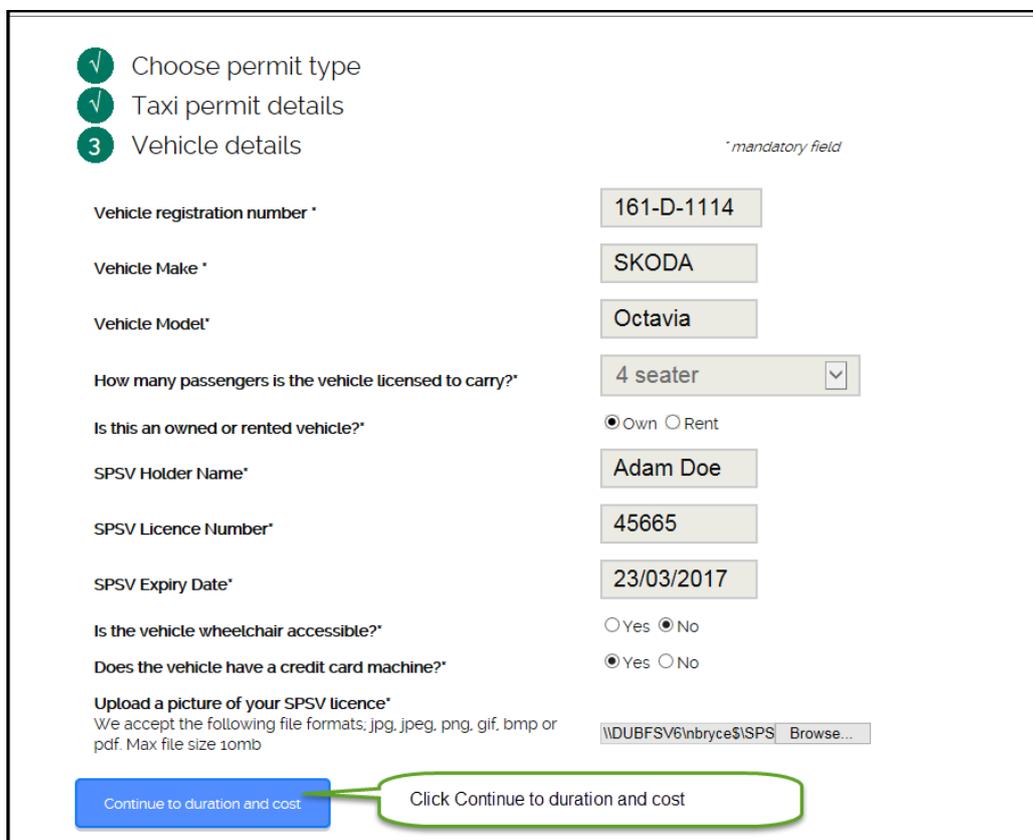
2. Chose the file you want to upload – the picture of your SPSV licence
3. Click Open



4. The picture is now attached



Once you have completed all your details, click **Continue to duration and cost**



Taxi Permit details: Duration and cost

You can now select your payment duration: annual, half year or quarterly



Did you know!

Payment by instalment will result in a total charge of €484 as opposed to a single annual payment of €440.

A single annual payment saves you €44!

[Home](#) > [Permits](#) > Apply for a new permit

- ✓ Choose permit type
- ✓ Taxi permit details
- ✓ Vehicle details * mandatory field
- 4 Duration and cost

i When applying for your permit, you can either:

- Make a single payment for the full year of €440
- Pay for the 6 month period now, followed by a second payment in the second half of the year, each half year payment is €242
- Pay for the first quarter now, followed by 3 instalment payments due each quarter, each quarterly payment is €121

Did you know! Payment by instalment will result in a total charge of €484 as opposed to a single annual payment of €440

Vehicle: 161-D-1114

12 Months €440.00	3 Months €121.00	6 Months €242.00
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Start date

Your permit start date * 01/05/2017 ▼

Continue

Basket

Your basket is currently empty.

Total : €0.00

Select your payment period

Your permit start date will be 1st May 2017

Press Continue

Press **Continue**

Taxi Permit details: Payment

Welcome [Adam Doe](#) | [Log out](#)

Home > [Permits](#) > Apply for a new permit

Basket

(1) Taxi permit details €440.00

Total: €440.00

- ✓ Choose permit type
- ✓ Taxi permit details
- ✓ Vehicle details
- ✓ Duration and cost
- 5 **Payment**

Taxi permit Terms and Conditions

I accept the [Terms and conditions](#)*

I accept that my data will be retained for administrative, reporting and auditing purposes in accordance with the Terms and Conditions*

Order summary

Permit Type : **Taxi permit**

Vehicle on permit : **161-D-1114**

Start date : **01/05/2017**

End date : **30/04/2018**

Total amount : **€440.00**

i Please check that your order is correct. Press the 'Make payment' button and you will then be taken to our secure payment provider, to complete your payment before being returned to this site. Accepting payment does not constitute acceptance of your application.

Payment options

Bank Draft

Secure Online Payment

Postal Order

[Make payment](#)

Your basket will show you the payment amount due

You must accept the Terms and Conditions

Select your payment option

Terms and Conditions

As part of the permit application, each applicant is required to confirm that he / she will



1. comply with the Taxi Operations Manual
2. accepts that data will be retained for administration, reporting & auditing

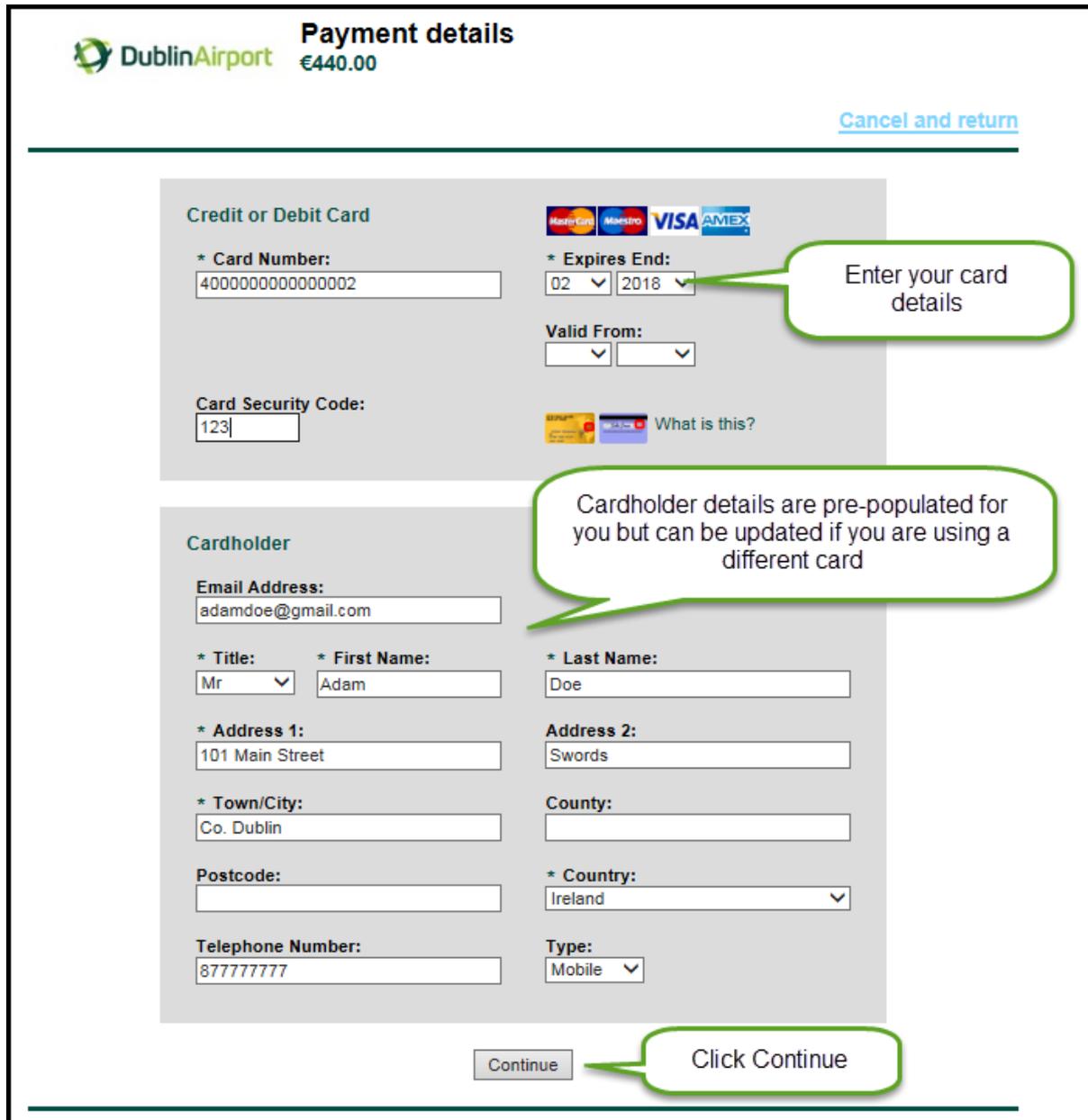
1 I accept the [Terms and conditions](#)*

2 I accept that my data will be retained for administrative, reporting and auditing purposes in accordance with the Terms and Conditions*

Secure Online Payment

If you chose to pay by card, you can enter you card details in the secure online payment form.

Once you have entered you card details, **click Continue, your payment will now be processed.**



The screenshot shows the 'Payment details' form for Dublin Airport, with a total amount of €440.00. The form is divided into two main sections: 'Credit or Debit Card' and 'Cardholder'. The 'Credit or Debit Card' section includes fields for Card Number (4000000000000002), Expires End (02/2018), Valid From, and Card Security Code (123). It also features logos for MasterCard, Maestro, VISA, and AMEX, along with a 'What is this?' link. The 'Cardholder' section includes fields for Email Address (adamdoe@gmail.com), Title (Mr), First Name (Adam), Last Name (Doe), Address 1 (101 Main Street), Address 2 (Swords), Town/City (Co. Dublin), County, Postcode, Telephone Number (87777777), and Type (Mobile). A 'Continue' button is located at the bottom of the form. Three callouts are present: one pointing to the 'Expires End' field with the text 'Enter your card details', one pointing to the 'Cardholder' section with the text 'Cardholder details are pre-populated for you but can be updated if you are using a different card', and one pointing to the 'Continue' button with the text 'Click Continue'. A 'Cancel and return' link is located at the top right of the form.

DublinAirport Payment details €440.00

[Cancel and return](#)

Credit or Debit Card

* Card Number: 4000000000000002

* Expires End: 02 2018

Valid From:

Card Security Code: 123

MasterCard Maestro VISA AMEX

What is this?

Enter your card details

Cardholder

Email Address: adamdoe@gmail.com

* Title: Mr * First Name: Adam * Last Name: Doe

* Address 1: 101 Main Street Address 2: Swords

* Town/City: Co. Dublin County:

Postcode: * Country: Ireland

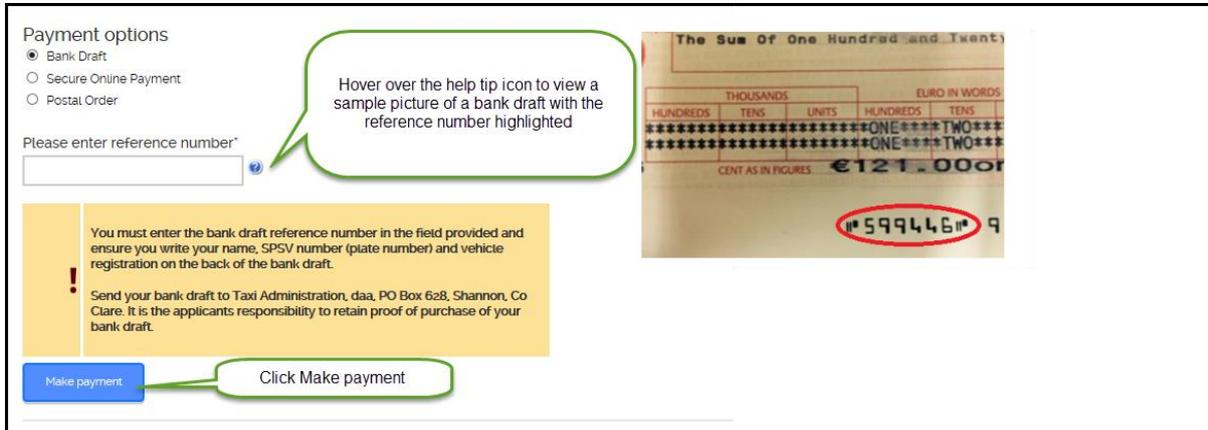
Telephone Number: 87777777 Type: Mobile

Continue

Click Continue

Bank Draft

If you chose to pay by bank draft, you must enter the bank draft reference number from your bank draft in the field provided. Click **Make payment**



Payment options

- Bank Draft
- Secure Online Payment
- Postal Order

Please enter reference number*

Hover over the help tip icon to view a sample picture of a bank draft with the reference number highlighted

You must enter the bank draft reference number in the field provided and ensure you write your name, SPSV number (plate number) and vehicle registration on the back of the bank draft.

Send your bank draft to Taxi Administration, daa, PO Box 628, Shannon, Co Clare. It is the applicants responsibility to retain proof of purchase of your bank draft.

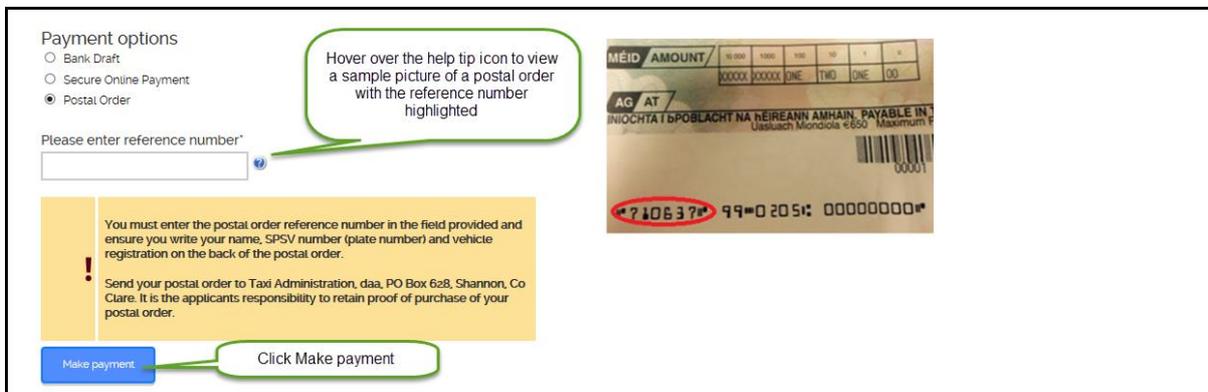
Make payment

Click Make payment

Ensure you write your name, SPSV number (plate number) and vehicle registration on the back of the bank draft. Send your bank draft to Taxi Administration, daa, PO Box 628, Shannon, Co Clare.

Postal Order

If you chose to pay by postal order, you must enter the postal order reference number from your postal order in the field provided. Click **Make payment**



Payment options

- Bank Draft
- Secure Online Payment
- Postal Order

Please enter reference number*

Hover over the help tip icon to view a sample picture of a postal order with the reference number highlighted

You must enter the postal order reference number in the field provided and ensure you write your name, SPSV number (plate number) and vehicle registration on the back of the postal order.

Send your postal order to Taxi Administration, daa, PO Box 628, Shannon, Co Clare. It is the applicants responsibility to retain proof of purchase of your postal order.

Make payment

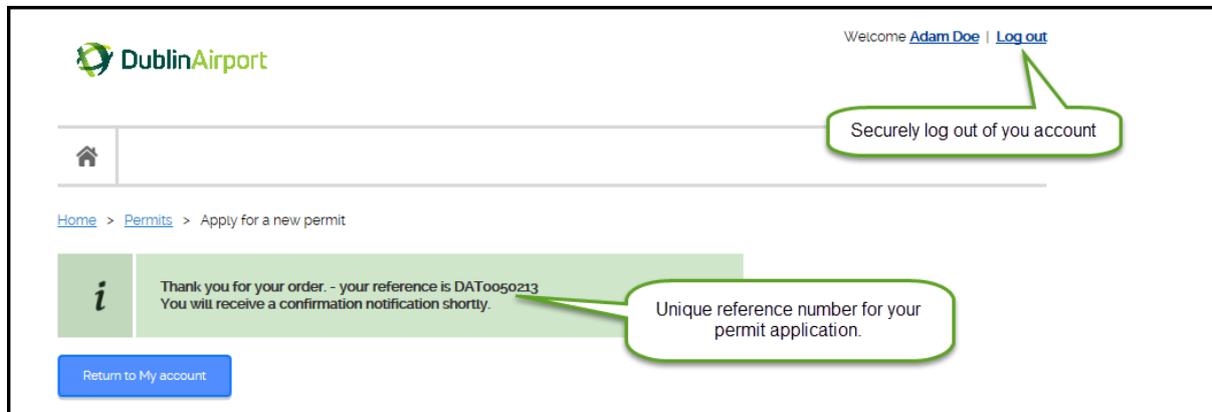
Click Make payment

Ensure you write your name, SPSV number (plate number) and vehicle registration on the back of the postal order. Send your postal order to Taxi Administration, daa, PO Box 628, Shannon, Co Clare.

Taxi Permit details: Application Complete

Once you have completed your payment details your application is complete.

Please note: you will be given a unique reference number for your permit application, plus you will receive a confirmation notification by SMS or email.



Taxi Administration will review your application. Once your application is processed and approved your permit will be issued to you by post.



Please ensure to log out of your account by clicking **Log out**

Your application is now complete.

Thank you.