

Your CVRT Online Account & Self-Declaration

**A requirement for
Heavy Commercial Vehicle operators**

Demonstration Guide for Operators



Introduction

CVRT Helpdesk

Phone: 091 480 981

Locall: 1890 927 218

Why you need to register for your CVRT Online Account

All **operators** of Heavy Commercial Vehicles (HCV) are **required by law** to submit an online '**Self-Declaration**' to the RSA **every year**. In order to submit your online 'Self-Declaration', you first need to **register** with the RSA for your **CVRT Online Account**. To register, visit our Commercial Vehicle Roadworthiness Testing website at www.cvrt.ie.

The benefits of having your CVRT Online Account with the RSA

With your **CVRT Online Account**, you can **easily access and maintain your vehicle information with the RSA** by using a number of **convenient online facilities** that enable you to:

- complete your annual 'Self-Declaration'
- update and manage your vehicle records with the RSA (required for accurate calculation of your Risk Ratings)
- book your commercial vehicle tests
- receive alerts and reminders about your vehicles
- apply for your ADR certificates and replacement CRWs
- access your 'Risk Ratings & Encounters' information with the RSA (including roadside and premises inspections)
- view your vehicle information records online (including CRW details, test reports and pass statements)
- upload additional documentation for your vehicle to your CVRT Online Account (that can then be accessed for vehicle testing and reduce the need for paperwork at test time)

Registering for your CVRT Online Account

Visit the CVRT website at www.cvrt.ie and select a 'Log in or Register' button

The screenshot shows the CVRT website homepage. At the top left is the CVRT logo with the text 'Tástáil Ródacmhainneachta um Fheithiclí Tráchtála' and 'Commercial Vehicle Roadworthiness Testing'. To the right of the logo is a 'Log In / Register' button and a search bar. Below the logo is a navigation menu with 'Test Bookings', 'About CVRT', 'Your CRW', and 'Operator & Driver Obligations'. The main content area features three columns of promotional cards. The first card, 'Register now to make your Self-declaration & your online test bookings', has a 'Log in or Register' button circled in yellow. A yellow arrow points from this button to the 'Log In / Register' button in the top navigation bar. The second card, 'Book a Commercial Vehicle Test online for a time that suits', has a 'Book your Test now' button. The third card, 'Commercial Vehicle Operator Risk Indicator (CVORI)', has a 'Learn more about CVORI' button. Below these are three more cards: 'Fast Tractor testing requirements from May 2018' with a 'Does your tractor need a test?' button, 'Need to know when your vehicle is due for CVR test?' with a 'Check my CRW Expiry date' button, and 'Apply for a replacement' with an 'Apply for a replacement' button. A yellow callout bubble on the right contains the text: 'If you need any help with registering or then completing your Self-Declaration, please contact the CVRT Helpdesk' and provides the phone number '091 480 981' and local number '1890 927 218'.

If you need any help with registering or then completing your Self-Declaration, please contact the CVRT Helpdesk

Phone: 091 480 981
Locall: 1890 927 218

Registering for your CVRT Online Account

Select the '*Register now*' button

English | Gaeilge

CVRT Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Log in or Register

Existing User Login

Username

Password

[Reset your password?](#)

[Forgotten Username?](#)

Log in

Not Registered?

Register for a CVRT Online Account in order to:

- Book HCV, ADR and LCV tests
- Submit your Operator Self-Declaration
- View your vehicle information (including reports)
- Receive alerts or reminders about your vehicles

Register now

Quick Links

- > [Book LCV Test](#)
- > [Help](#)

Do you operate a Heavy Commercial Vehicle?

You are **required by law** to make an **online Self-Declaration** to the RSA every year in relation to your HCVs, Goods trailers, Buses and Ambulances.

[Download Demonstration Guide to Registration and Self Declaration \(PDF\)](#)

No Longer Trading/Operating HCV's? - Notify us by logging into your CVRT Online Account.

Registering for your CVRT Online Account

Step 1 of 3 – Operator Type

Register for your CVRT Online Account

1. Operator Type 2. Your Details 3. Account Verification

To create your CVRT Online Account, please select the Operator Type you are registering as:

Register as

<p>Individual</p> <ul style="list-style-type: none">• Sole Traders• Partnerships• Private Individuals	<p>Company</p> <ul style="list-style-type: none">• Registered Companies only• Must be a registered company with the Companies Registration Office Ireland	<p>Other</p> <ul style="list-style-type: none">• Local Authorities• Schools• Charities• Co-Operatives• Other entities
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Individual Company Other

Quick Links

- [Book LCV test](#)
- [Help](#)
- [Return to Home Page](#)

Select your relevant Operator Type to commence registering:

- Individual
- Company
- Other

Information required to register for a CVRT Online Account

INDIVIDUAL	COMPANY	OTHER
Name	Company Name	Name of Organisation
Address	Address	Address
Email	Email	Email
Mobile Phone number	Mobile Phone number	Mobile Phone number
Contact Person Name and details	Contact Person Name and details	Contact Person Name and details
PPS Number * <i>(note below)</i>	Company Registration Number	-
Date of Birth	-	-
RTOL Number (if licensed)	RTOL number (if licensed)	-
VIN/Chassis number of just one vehicle on your Road Transport Operator Licence (if licensed)	VIN/Chassis number of just one vehicle on your Road Transport Operator Licence (if licensed)	-

If you have a Road Transport Operator Licence (RTOL), you will also need these details

***PPS Number** is required to verify the identity of the operator and provides a level of security to prevent false registrations. The RSA is registered with the Office of the Data Protection Commissioner and strict policies and controls are in place to ensure that the PPS Number is securely kept and is only used in connection with the purpose for which it was collected.

Registering for your CVRT Online Account

Step 2 of 3 – Your Details

Register for your CVRT Online Account - Individual

1. Operator Type **2. Your Details** 3. Account Verification

Operator Type *All fields are mandatory unless otherwise indicated*

Operator Type Sole Trader Private Individual Partnership

Do you have a Road Transport Operator Licence? Licensed Non-licensed Operator

Industry Sector

- Agriculture
- Charity
- Cleaning / Maintenance
- Construction
- ...

Trading Name *Optional*

PPS Number

Date of Birth DD MM YYYY

Benefits of registering for a CVRT Online Account
Once registered online you can:

- Book HCV, ADR and LCV tests
- Submit your Self-Declaration
- View your RSA Inspections
- Manage your Vehicles online

Industry Sector:
There are more options. Scroll down further if you cannot see your industry sector.

The example used in this guide is based on an 'Individual' operator type

Industry Sectors

- Agriculture
- Charity
- Cleaning / Maintenance
- Construction
- Courier & Warehousing
- Dairy
- Emergency Services
- Food & Beverage
- Forestry
- Government Agency
- Haulage
- Healthcare
- Livestock & Bloodstock
- Local Authority
- Manufacturing
- Media & Entertainment
- Other
- Passenger Travel
- Petroleum, Hazardous goods
- Plant, Tool or Equipment Hire
- Recovery
- Refrigerated goods
- Retail
- Sand, Gravel & Quarry
- School - Education
- Scrap Metal
- Tourism
- Utilities / Energy
- Waste & Recycling
- Wholesale



Registering for your CVRT Online Account

Step 2 of 3 – Your Details (continued)

Contact Details

First Name

Last Name

Contact Address

County

Country

Optional

Contact Details:
This should be the contact details for where your vehicles are normally kept. These details are used to contact you about practical vehicle roadworthiness items. So, it may not be right to use your accountant's address if this is not where your vehicles are managed from.

This should be the person who the RSA can contact to discuss matters relating to your commercial vehicles. The contact address should indicate the main address of your operations.

Registering for your CVRT Online Account

Step 2 of 3 – Your Details (continued)

Email Address ?

Please confirm Email Address

Mobile number ?

Landline number Optional

Preferred contact method: Email Post SMS
Preferred contact method for future correspondence

Please tick if you would like to receive email updates on road safety from the RSA

Please tick to confirm you have read our [Privacy Statement and Terms & Conditions](#)

Your CVRT Online Account PIN will be sent via SMS to your mobile phone. We will also email you a link. Either method will allow you to set up your username and password.

[Cancel](#)

Please make sure there are no spaces between numbers when you enter your phone numbers

The PIN to verify and activate your account will be sent via text message to the mobile number you include in the 'Your Details' section above

The full details of the Privacy Statement and Terms & Conditions for accessing your CVRT Online Account are available online

Registering for your CVRT Online Account

Step 3 of 3 – Account Verification

For the last step in the registration process, you will be sent a 6 digit PIN via SMS to the mobile phone number you provided. You will also receive a link via the email address you provided . Either of these methods can be used to verify your account.

Register for your CVRT Online Account - Individual

1. Operator Type 2. Your Details **3. Account Verification**

We've sent an SMS to 089987654 containing a 6 digit PIN. Please enter the PIN below to verify and complete your registration. Once the registration is completed, you can then submit your Self-Declaration via your CVRT Online Account.

ENTER PIN ? **Confirm**

If you have not received the SMS you can complete your registration process by checking your email. We've sent an email to: | jdoe@gmail.ie
Click on the link in that email to continue with registration.

Didn't receive an SMS or email? Please contact the Helpdesk on 1890 927 218

- The SMS is valid for 60 minutes
- If you didn't receive the SMS within a few minutes you can use the email link.
- Check your spam filter in case our email didn't make it to your inbox.
- If you still haven't received an email after 20 minutes, then you'll need to contact our Helpdesk on 1890 927 218 [contact us](#).
- The registration email is only valid for 72 hours.

Registration Complete!

You can now log in to your CVRT Online Account

Once you have completed registration, you will then be directed to create a unique **Username** and **Password** for your CVRT Online Account.

It is important to remember your Username and Password, as you will need these details each time you want to log in and access your CVRT Online Account.

User Account Activation

Create your Username and Password

Username ?
Minimum of 8 characters. It's OK to use your email address.

Password ?
Minimum of 8 characters.

Retype Password

[▶ Continue to CVRT Online Account](#) [Cancel](#)

Benefits of registering for a CVRT Online Account
Once you have registered you will be able to do the following online:

- Book HCV, ADR and LCV tests
- Submit your Self-Declaration
- View your RSA Inspection History
- Add vehicles and manage your fleet

Your Username can be your email address

Welcome to your CVRT Online Account!

CVRT Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

Welcome to your CVRT Online Account English Gaeilge

John Doe
Account No: OP_12345 Your Profile Help Contact Us Log off

Home Self-Declaration Tests Manage Vehicles Reports

Success!
• You're now registered for your CVRT Online Account. Get started below.

Manage Vehicles (0) [View all Alerts](#)

Your Vehicles

- 0 Tractor Unit / Rigid
- 0 Trailer
- 0 HCVs
- 0 Bus
- 0 Ambulance

• [View & Update Your Fleet](#)
• [Add a Vehicle / Trailer](#)
• [Remove a Vehicle / Trailer](#)

[Go to Manage Vehicles](#)

Self-Declaration

You have not submitted a Self-Declaration

- Legal requirement for all HCV operators
- Access to your Risk Rating with the RSA will only be provided if you have a current Self-Declaration

[Self-Declaration](#)

I Want To...

- [Book a Test](#)
- [Submit my Self-Declaration](#)
- [Add a Vehicle / Trailer](#)
- [Remove a Vehicle / Trailer](#)
- [Request an inspection](#)
- [View/Print Reports](#)

Vehicle Testing (0) [View all Alerts](#)

Confirmed Test (0) ?
Requested Test (0) ?
Recent Test Results (0) ?

• [Book a Test](#)

Account Admin

Account Holder:
[Recent Communications](#) (0)

- [Add New Users](#)
- [Update Your Details](#)
- [View Communication History](#)

Important Note

You will only have access to view your 'Risk Ratings & Encounters' information online with the RSA if you are compliant with the requirement to have a current Self-Declaration. Once you have completed your Self-Declaration, you will be granted access to your risk ratings information as from the next business day. Access to your 'Risk Ratings & Encounters' information will then be added to your account here in the top menu.

[Risk Ratings & Encounters](#)

If you operate a large fleet of vehicles (more than 50 vehicles or trailers), we can assist you by uploading your vehicles and trailers to the account for you. Contact our Helpdesk for further information.

You can now submit your Self-Declaration

Click on the 'Self-Declaration' button or the 'Submit my Self-Declaration' link from the Home page of your CVRT Online Account

Completing your Self-Declaration

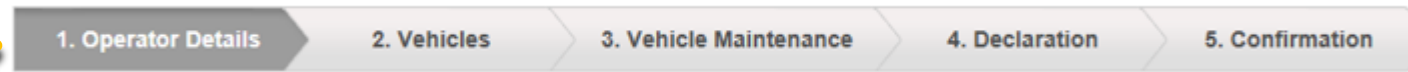
OK – Let's get started!

CVRT Helpdesk

Phone: 091 480 981

Locall: 1890 927 218

Your Self-Declaration will be completed in 5 steps



Welcome to your CVRT Online Account English Gaeilge

John Doe
Account No: OP_12345 Your Profile Help Contact Us Log off

Home Self-Declaration Tests Manage Vehicles Reports

Self-Declaration
> Self-Declaration History

Submitting a Self-Declaration to the RSA

A Self-Declaration must be submitted if you or your business operates one or more vehicles belonging to any one of the following four vehicle classes:

- Goods-carrying vehicles that have a design gross weight over 3,500 kilograms
- Passenger-carrying vehicles with more than 8 seats, excluding the driver's seat
- Goods trailers that have a design gross weight over 3,500 kilograms
- Ambulances

Please note: You do not need to declare Light Commercial Vehicles (LCV). However, if you want to conveniently manage your vehicle records so that they are in the one place, you can include them on your 'CVRT Online Account' along with your Heavy Commercial Vehicles (HCV) - as listed above.

Your Self-Declaration

Start

To complete the declaration, you will need the following information:

- Your contact information and depot locations
- Service sector you operate in (Passenger, Goods/Haulage, or Utility/Special Purpose)
- Vehicle Registration numbers and VIN/chassis numbers of all Heavy Commercial Vehicles in your fleet

If you hold a Road Transport Operator Licence, our system will automatically upload the Heavy Commercial Vehicles on your licence to the Self-Declaration for you.

- Maintenance and repair procedures you have in place for your vehicles
- Inspection routines you have in place for your vehicles (driver walk-around checks)

Select the **Start** button to begin

Self-Declaration

Step 1 of 5 – Operator Details

Self-Declaration

1. Operator Details 2. Vehicles 3. Vehicle Maintenance 4. Declaration 5. Confirmation

Operator Details *All fields are mandatory unless otherwise indicated*

Operator Type:	Sole Trader
CVRT Online Account Number:	OP_12345
Operator Name:	John Doe
Trading Name:	John Doe
Address Line 1:	1 Bride Street
Address Line 2:	Loughrea
Address Line 3:	
County:	Co Galway
Country:	Ireland
Email Address:	jdoe@gmail.ie
Mobile:	0891234567
Landl:	091480981

Need to update Your Profile?
Please amend any incorrect operator details in the [Your Profile](#) section of your CVRT Online Account

The details in this section will automatically populate from your registration

Self-Declaration

Step 1 of 5 – Operator Details (*Depot Address*)

Depot Address

Depot Name:

Depot Address Line 1: [Same as Company Address](#)

Depot Address Line 2:

Depot Address Line 3: *Optional*

County:
[Add another depot](#)

Depot Address
This is the address that your vehicles operate from. If you operate from multiple depots, please list all locations.

If you operate from multiple depots, please list all depot locations by selecting 'Add another depot'

Self-Declaration

Step 1 of 5 – Operator Details (*Type and Service Sector*)

Operator Type

Service Sector ?

Passenger Goods / Haulage Utility / Special purpose

Where do you operate your vehicles? ?

Republic of Ireland
 Northern Ireland
 International

Indicate the type of goods transported ?

General Dangerous / Hazardous
Refrigerated Other, please specify

Select your relevant Service Sector

For this example we have selected 'Goods/Haulage'

Different options will present here depending on which Service Sector you choose above.

Self-Declaration

Step 1 of 5 – Operator Details (*Memberships or Associations*)

Memberships or Associations

- Freight Transport Association Ireland (FTAI) No memberships or associations
- Irish Road Haulage Association (IRHA) Do not wish to declare this information
- Coach Tourism & Transport Council of Ireland (CTTC) Chartered Institute of Logistics & Transport Ireland (CILT)
- Private Association Motor Bus Owners (PAMBO) Federation of Petroleum Suppliers (FPS)
- Construction Industry Federation (CIF) Irish Concrete Federation (ICF)
- Other, please specify



If you do not wish to share this information with the RSA, you can select this option

Would you like to let us know of any accreditations or 'good practice' schemes your organisation participates in?



Yes No

Additional Information

If you would like to inform the RSA of any memberships, associations, accreditations or 'good practice' schemes that your organisation holds or participates in, please specify accordingly.

Self-Declaration

Step 1 of 5 – Operator Details (*Primary Contact*)

Primary Contact Details

Select Primary Contact: John Doe ⓘ

First Name: John

Last Name: Doe

Contact Address: *Same as Company Address*

1 Bride Street

Loughrea

Optional

County: Co. Galway

Country: Ireland

Email Address: jdoe@gmail.ie

Mobile: 089 1234567

Landline: 091480981

The Primary Contact may be the Contact Person named when you registered for your CVRT Online Account. If so, you can select from the dropdown box to save retyping the same details.

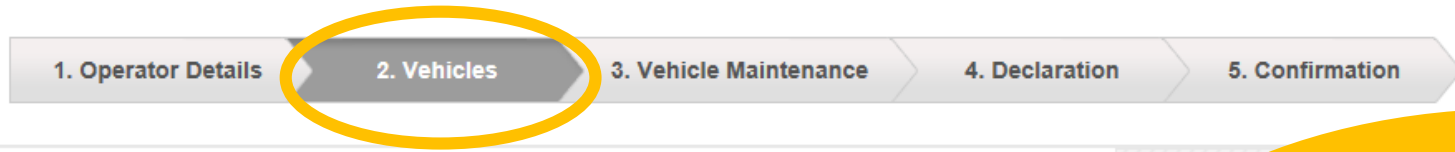
▶ Continue

📄 Save & Finish Later

Self-Declaration

Step 2 of 5 – Vehicles

Self-Declaration



Your Vehicles

You have added the following vehicles to your CVRT Online Account so far:

- 1 Tractor Unit
- 0 Trailer
- 0 Bus
- 0 Ambulance

1 HCVs

Remember: Your LCVs are not included in your Self-Declaration

Removing a HCV from your Self-Declaration does **not** remove the vehicle from your CVRT Online Account. If you want to remove a vehicle from your managed fleet list, please do so via the **"Manage Vehicles"** section of your account.

Add Vehicles

Please double-check that all your vehicles are listed here. If they are not, add more vehicles by clicking the 'Add vehicle' button

+ Add vehicles

If you hold a **Road Transport Operator Licence**, the vehicles on your licence will have automatically uploaded to your account when you registered for your CVRT Online Account.

You will need to add any goods trailers you operate, or any other HCVs not on your licence.

Select '**Add vehicles**' to include each of the HCVs you operate on your Self-Declaration

Self-Declaration

Step 2 of 5 – Vehicles (*Adding a Vehicle*)

Add Your Vehicle

Vehicle Registration number

Last 4 digits of Chassis Number ?

Vehicle Status ▼

Test Category **N/A**

Test Category is automatically populated based on the last Test Category the vehicle was tested under for a CRW

Describe the Vehicle Status by selecting one of the following:

- Owned
- Leased
- Owned – Withdrawn from Service *

* If you select 'Owned – Withdrawn from Service' as the Vehicle Status, the vehicle is still considered to be part of your fleet but it is understood that it may be excluded from statements made in your declaration regarding 'Vehicle Maintenance and Repair Procedures' under Step 3 of your declaration.

Self-Declaration

Step 2 of 5 – Vehicles (Adding a Vehicle)

Add Vehicles
Please double-check that all your vehicles are listed here. If they are not, add more vehicles by clicking the 'Add vehicle' button

[+ Add vehicles](#)

HCV's included for Self-Declaration

Vehicle Registration	Vehicle Type	CRW Status		
181G999999	Goods > 3,500kg < 7,500kg	Current	View	Remove From Self-Declaration

Total: 1

[Export list to PDF](#) [Export list to CSV](#)

HCVs on your CVRT Online Fleet but not included for Self-Declaration

Vehicle Registration	Vehicle Type	CRW Status
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The vehicles submitted must reflect your fleet on the day of Self-Declaration submission

[Continue](#) [Save & Finish Later](#)

Once you've added your HCVs to your Self-Declaration, they will be listed below

Check that you have included all your HCVs (remember to include Goods Trailers) and then select 'Continue'


HCVs listed here will be those that you may have already added to your CVRT Online Account (via Manage Vehicles section), but have not been included in your Self-Declaration

Self-Declaration

Step 3 of 5 – Vehicle Maintenance (*Competent Person*)

1. Operator Details 2. Vehicles **3. Vehicle Maintenance** 4. Declaration 5. Confirmation

Competent Person for Vehicle Maintenance

Select Competent Person: 

First Name:


Last Name:


Address Same as saved Address

Address line 1:


Address line 2:

Address line 3: *Optional*

County: 

Country: 

Email Address:

Mobile: 

Landline: *Optional*

Preferred contact method Email Post SMS
Preferred contact method for future correspondence

[Add a secondary Competent Person](#)

The Competent Person may also be the Primary Contact Person in your organisation. If so, you can select from the dropdown box to save retyping the same details

Competent Person

A person must be designated the responsibility for the management and supervision of the inspection, repair and maintenance of your vehicles.
This person will be the main contact point for the RSA with regards to obtaining information about your vehicle inspections, maintenance and repairs.

Self-Declaration

Step 3 of 5 – Vehicle Maintenance (including Repair Procedures)

Vehicle Maintenance & Repair Procedures

How do you record vehicle maintenance or repairs? ?

Manually (Paper)

Electronically (Computer System / Software)

Do vehicles have a planned maintenance schedule? ?

Yes No

Where is planned maintenance provided? ?

In-house

Independent garage

Main dealer

Other (please specify)

For the majority of your vehicles, what is the interval frequency of the planned maintenance schedule? ?

6 weeks

Maintenance Schedule list

- 6 weeks
- 8 weeks
- 12 weeks
- 6 months
- 12 months
- 5,000 km
- 10,000 km
- 20,000 km
- 40,000 km
- 60,000 km
- 80,000 km
- 100,000 km
- First of 6 weeks or 30,000 km
- First of 12 weeks or 30,000 km
- First of 26 weeks or 30,000 km

Select each of the locations where planned maintenance is provided

Select your relevant maintenance schedule from the dropdown list

Self-Declaration

Step 3 of 5 – Vehicle Maintenance (*including Repair Procedures*)

Where are vehicle repairs provided? ?

In-house
 Independent garage
 Main dealer
 Other (please specify)

Are walk-around checks conducted on vehicles? Yes No ?

What system do you have in place for reporting and recording vehicle defects identified during walk-around checks by drivers? ?

Please Select... ▼

Are the drivers of your vehicles trained to conduct walk-around checks? Yes No ?

Are your vehicle maintenance procedures periodically checked or audited? Yes No ?

Recording System list

- Smart-phone App
- Phone call or SMS/text
- Paper based
- Other, please specify

Select your relevant recording system from the list

▶ Continue

📄 Save & Finish Later



Self-Declaration

Step 4 of 5 – Declaration

Declaration

1. Operator Details 2. Vehicles 3. Vehicle Maintenance **4. Declaration** 5. Confirmation

Declaration

I hereby declare that the information furnished in this application is true and accurate and that I will make future declarations on at least an annual basis.

I also declare that the party making this declaration will maintain and test its commercial vehicles in accordance with the Road Safety Authority Commercial Vehicle Roadworthiness Act 2012.

By submitting the above details and declaration you have agreed to the following [Privacy Statement and Terms & Conditions.](#)

Submit Declaration **Save & Finish Later**


You need to select this tick box before you can **'Submit Declaration'**

Self-Declaration



Step 5 of 5 – Confirmation


Self-Declaration

1. Operator Details > 2. Vehicles > 3. Vehicle Maintenance > 4. Declaration > **5. Confirmation**

 **Thank You**

John Doe
has now registered and self-declared for this period. A copy of this declaration will always be available to you in the [Declaration History page](#).

 **Download the Declaration (PDF)**  **Print a copy of this declaration**

 **Return to Home Page**

You can save and/or print a copy of the declaration for your records

You can access your declaration any time you log in to your CVRT Online Account. You can also Edit your declaration if required

Self-Declaration Complete!



Important Reminder

Self-Declaration is a legal requirement for all HCV operators and must be completed every year.

✓ **It's easy to Renew each year**

To help save you time and make your Self-Declaration easier, there is an option on your CVRT Online Account to simply 'Renew' your Self-Declaration. Selecting this option will pre-populate your forms with the information you entered on your previous Self-Declaration.

✓ **Keep your vehicle records up-to-date**

It is also your responsibility to update and manage your vehicle records with the RSA throughout the year if your fleet details change. It is important for the calculation of your Risk Ratings with the RSA that you keep your vehicle records up-to-date.

For any further assistance with registering for your CVRT Online Account or Self-Declaration, please contact the CVRT Helpdesk:

Phone: 091 480 981 (or **Locall:** 1890 927 218)

Email: it.support@cvrt.ie

Web: www.cvrt.ie