



## APPLICATION FORM FOR

### DOMESTIC BUILDING ENERGY RATING (BER) EXAMINATION (DBER)

Please complete this application form if you are making a postal application for a Domestic BER Examination. In all other cases we would recommend that you book online at [www.seai.ie/ber/DBER](http://www.seai.ie/ber/DBER) or through our dedicated call centre on 1890 340 128 in order to choose a date and time that best suits you.

The exam fee is €100 + VAT (€121). If you are booking online or by telephone you can pay the exam fee by credit or debit card. If you are making a postal application, this application form should be accompanied by a cheque or postal order for €121 made payable to Prometric Ireland Limited. All postal applications should be sent to SEAI Exam Bookings, PO Box 788, Togher, Cork.

Please use BLOCK CAPITALS when completing this form

<b>Title:</b> (Mr. Ms. etc.)		<b>Surname:*</b>						
<b>First Name:*</b>		<b>Middle Name:*</b>						
<b>E-mail:</b>								
<b>Address:</b>								
<b>Telephone:</b>			<b>Mobile:</b>					
<b>Date of Birth:*</b> (DD/MM/YYYY)*	D	D	M	M	Y	Y	Y	Y

**\*NOTE: Please ensure your name and date of birth exactly match the information on the form of photo identification that you will present at the exam centre on the day of the exam. If the details do not match exactly you will not be permitted to take the exam and you will lose your exam fee.**

**Assessor Registration Number (if applicable)**

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**Eligibility ID** Ref Note 1  
(issued by SEAI)

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**Where would you like to take your Exam?** Ref Note 2

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**Earliest date you would like to take your Exam?** Ref Note 3

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**\*\*NOTE: When stating your preferred date for your exam, please allow 40 days for postal bookings to be received and processed**

**Date**

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**Signed**

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**Note 1: Eligibility ID**

You will need an Eligibility ID in order to book a Domestic BER Exam. If you are a registered BER Assessor you will **automatically** receive your Eligibility ID by email from SEAI. If you are a newly certified BER Assessor who has not yet registered with SEAI, you will need to contact BER Helpdesk on 1890 252 738 in order to get your Eligibility ID. You must inset your Eligibility ID on this form, otherwise your form will be returned as incomplete.

**Note 2: Exam Centre Locations**

Abbeyfeale	Cork	Killarney	Skibbereen
Athlone	Derrybeg	Letterkenny	Sligo
Ballina	Donegal	Limerick	Tullamore
Caherciveen	Drogheda	Longford	Youghal
Carrick on Shannon	Dublin Central	Macroom	Waterford
Carlow	Dublin North	Monaghan	Westport
Castlereagh	Dundalk	Mullingar	Wexford
Cavan	Ennis	Naas	Wicklow
Charleville	Galway	Nenagh	
Clifden	Navan	Portlaoise	
Clonmel	Kilkenny	Tralee	

**Note 3: Booking your Exam Date**

When stating your preferred date for your exam, please allow 40 days for postal bookings to be received and processed. We advise you to make a note of the date you post the application and if after 14 days you have not received an appointment notification, please contact 1890 340 128 immediately or visit [www.seai.ie/ber/DBER](http://www.seai.ie/ber/DBER). If you don't, you may miss your appointment and lose your fee.

**Note 4: Special Requirements**

Candidates with special requirements that need to be accommodated, such as reading difficulties, can be provided with extra time (extra hour) to sit their exam. These accommodations are intended to limit the impact of the candidate's special requirements on their exam performance, while not giving the candidate any unfair advantage. Please note that if you have special requirements you will need to download and complete the DBER Special Requirement Application Form ([www.seai.ie/ber/DBER](http://www.seai.ie/ber/DBER)) and submit formal evidence to SEAI, PO Box 780, An Post South City Delivery Office, Togher Industrial Estate, Cork City. Upon receipt of your application SEAI will contact you to make the necessary arrangements. If you require further information or have other requirements please contact SEAI on 1890 252 738. If you have already received your Eligibility ID and you require special arrangements please complete the DBER Special Requirements form, submit it to SEAI and you will received an updated Eligibility ID which will ensure you are provided with extra time to sit your exam.

**Note 5: Rescheduling/Cancellation Policy**

If you need to reschedule or cancel your exam please go to [www.seai.ie/ber/DBER](http://www.seai.ie/ber/DBER) or call 1890 340 128. If you are rescheduling or cancelling your exam, please note you will be subject to fees as set out below:

<b>Notice of Rescheduling/Cancellation</b>	<b>Rescheduling/Cancellation Fee</b>
21 or more working days before Exam date	No fee
5-20 working days before scheduled Exam date	€25 (plus VAT) fee
0-4 working days before scheduled Exam date	***No refund available and Eligibility ID cancelled
Failure to appear for your exam	***No refund available and Eligibility ID cancelled
Please arrive 15minutes before your exam time. If you arrive late for your scheduled exam time, admission will be refused and your exam fee will not be refunded.	***No refund available and Eligibility ID cancelled

**\*\*\*NOTE: You will need to contact SEAI on 1890 252 738 for a new Eligibility ID if you want to book another exam.**

**Note 6: Repeat Exams:**

Assessors may repeat the exam at the standard charge of €100 + VAT (€121) per exam for an unlimited number of times, however there must be a 5 working day period between exam dates.

**Note 7: Exam Preparation**

Guidance information to assist you in preparing for your Domestic BER Exam is provided on the SEAI website ([www.seai.ie/ber/DBER](http://www.seai.ie/ber/DBER)). We would strongly advise all candidates to review this information in detail prior to sitting their exam.

**IMPORTANT NOTICE**

Candidates will need to present an acceptable form of photo identification at the Exam Centre. Acceptable forms of photo ID are a valid passport or driving licence. You must bring these original forms of ID with you to the Exam Centre; otherwise you will not be permitted to sit the exam and will lose your exam fee. Please arrive 15 minutes before your exam time. If you arrive late for your scheduled exam time, admission will be refused and your exam fee will not be refunded. Your photograph will be taken when you register for your exam. This is for the purposes of producing ID cards for all registered Assessors.