Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Application for the Exchange of Unfit Euro Coin

Member of the Public Application Form

1. **This submission form should be used for <u>Euro</u> coins unfit for circulation only**.

   'euro coins unfit for circulation' means (i) euro coins that are genuine but that have been rejected during the authentication process or (ii) euro coins the appearance of which has been significantly altered.

2. Please complete the requested information sections 3-8 and ensure the original form is enclosed. Photocopies of the completed form will not be accepted. **Failure to complete the form correctly or to submit supporting documentation will result in a delay in processing your submission**

3. The Central Bank of Ireland will consider your application under its procedures which are governed by the EU Regulation 1210/2010 concerning authentication of euro coins and handling of euro coins unfit for circulation. The Central Bank of Ireland will not reimburse submissions of euro coins unfit for circulation which have been altered either deliberately or by a process that could be reasonably expected to have the effect of altering them and will not return such coins to the applicant. Euro coins that have undergone a process such as through waste incineration plants and/or metal recycling plants can be considered as deliberately altered and consequently will not be reimbursed. The Central Bank of Ireland is required by law to destroy unfit coins.

4. Due to Health & Safety and Manual Handling requirements, submissions up to a maximum weight of 10kg only will be accepted at the Central Bank of Ireland Head Office, North Wall Quay, Dublin 1, D01 F7X3 **<u>and by prior appointment</u>**. Please contact 01-224 5969 to arrange an appointment.

5. If your submission is above 10kg, please contact our Customer Service team by email at currencyservices@centralbank.ie to arrange to submit the necessary application form and supporting documentation for verification prior to obtaining an appointment for the delivery of the submission. Once the application has been assessed, the Central Bank of Ireland will contact you by email and you can then proceed to engage a PSA licenced cash in transit company to deliver your coins to our Currency Centre. You cannot proceed to submit your coin without authorisation from the Central Bank of Ireland. The cash in transit company engaged must contact the Central Bank of Ireland directly to arrange delivery as submissions of coins will not be accepted by the Central Bank of Ireland without prior appointment or notification.

6. If damaged coins have been exposed to chemicals or hazardous materials, you are required to provide details of the nature of the substance to which the coins have been exposed and to provide a completed health and safety assessment by a relevant authority if they pose a potential threat to health and safety in advance of submitting the coins for exchange. Additional fees will be charged in respect of such submissions.

7. The Central Bank of Ireland may apply a handling fee to your application as outlined in Article 9 of EU Regulation 1210/2010.

8. All submissions must be packed in line with the following packaging requirements set out in Article 10. The coins must be sorted per denomination in standardised bags or boxes, as set out below, and the bags or boxes shall comprise of a **maximum**:

(i) 500 coins for each of the denominations of EUR 2 and EUR 1;

(ii) 1000 coins for each of the denominations of EUR 0.50, EUR 0.20 and EUR 0.10;

(iii) 2000 coins for each of the denominations of EUR 0.05, EUR 0.02 and EUR 0.01; and

(iv) for smaller quantities, 100 coins of each denomination.

Each individual bag or box must bear the identifying details of the submitting natural or legal person, the value and the denomination contained, the weight, the date of packaging and the bag or box number. Each application form must be submitted together with a packaging list with a description of the content of the bags or boxes submitted to the Central Bank of Ireland for exchange. Failure to meet these requirements may result in a significant delay in processing your application.

9. To ensure proper processing of your application, for applications over €200 you are required to provide **an explanation of the source of the unfit coins and provide r<u>eliable independently verifiable information to evidence this</u>**. For example: documentation that verifies your ownership of over €200 in unfit euro coins.

10. You are also required to provide **a detailed explanation of the cause of damage a<u>nd evidence to support that explanation.</u>** **<u>Remember: Coins that have been through a process such as waste incineration and/or metal recycling process WILL NOT BE REIMBURSED BY THE CENTRAL BANK OF IRELAND.</u>**

11. Matters that will be considered by the Central Bank of Ireland when assessing requests for exchange of unfit coin include money laundering and terrorist financing, revenue compliance, and criminality and, where considered appropriate, the Central Bank of Ireland may engage with other relevant competent authorities. The Central Bank of Ireland reserves the right to seek additional information or documentation to assist its assessments and assessments may take some time to complete. Submissions above a certain value threshold, set by the Central Bank of Ireland from time to time, may also be referred by the Central Bank of Ireland to relevant competent authorities.

12. If the Central Bank of Ireland determines that it has grounds to refuse to exchange the unfit euro coin, the coin will be withheld and destroyed in order to avoid the return of such euro coin into circulation.

13. Foreign currency, including sterling, is not exchanged by the Central Bank of Ireland.

Please ensure you have consulted our website for the most-up-to date information on the application for exchange process
https://www.centralbank.ie/consumer-hub/notes-and-coins/exchange-old-or-damaged-money

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Please read the below instructions and ensure the declaration is signed to avoid delays in processing your application.

Please ensure you use BLOCK CAPITALS throughout.

Section 1: How to Submit Your Application to the Central Bank of Ireland

1) **In person, for submissions weighing less than 10kg only:**

The completed application form, required documentation and unfit euro coins can be submitted as follows:

a) **In person**, at the Central Bank of Ireland Head Office, North Wall Quay, Dublin 1, D01 F7X3
   i) Please phone +353 1 224 5969 to book an appointment.
   ii) Please note:
   - Applications are not assessed in North Wall Quay; submission is only facilitated
   - No money will be exchanged on the day an application is submitted to the Central Bank of Ireland. Each application will be assessed and if your application is approved for exchange, payment will be made to your nominated bank account.

2) Submissions with a **maximum value of €200 and which weigh less than 10kg, will be accepted by registered post** (from within Ireland only) to Central Bank of Ireland, P2, PO Box 61, Sandyford, Dublin 16.
   i) Please note the sender accepts full liability for any postal submissions. Please see www.anpost.ie to review criteria for sending restricted items by post
   ii) Maximum of €200 and less than 10kg in damaged coins will be accepted by post. If your application is over €200, it must be submitted in person, by appointment, in the Central Bank of Ireland's Head Office at North Wall Quay, Dublin 1. Contact 01-2245969 to arrange an appointment.

3) **Submissions weighing more than 10kg:**
   a) The method of submission for unfit coins weighing above 10kg requires prior engagement with the Central Bank of Ireland.
   b) A fully completed application form along with supporting documentation must be provided to the Central Bank of Ireland by email to currencyservices@centralbank.ie for verification **in advance** of coin being accepted for submission.
   c) Coin submissions above 10kg must be delivered to the Central Bank of Ireland by a licensed cash in transit firm by prior appointment. The applicant remains responsible for completing the application form and submitting the supporting documentation ahead of the delivery.
   d) Having considered the application form and supporting documentation, the Central Bank of Ireland reserves the right to require the submission of a sample of unfit coins before accepting a large delivery.

Section 2: Documentation Requirements

For applications of **€200 or less,** you are required to submit:

1) Fully completed and signed application form, excluding Section 6

For applications of **more than €200,** you are required to submit:

1) Fully completed and signed application form
2) Proof of bank account of into which the funds will be exchanged (such as a redacted bank statement) dated within 3 months of the date of the application.
3) Copy of valid photographic identification (passport or driving license)
4) Proof of address (such as a redacted bank statement, utility bill, or correspondence from a State Agency dated within 3 months of the date of the application)
5) Verifiable information to explain the source of the coins and your ownership of the coins
6) Verifiable information as to the cause of damage to the coin

Section 3: Personal Details

Applicant Details	
Full Name of Applicant:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Eircode:	
Telephone:	
Email Address:	

Section 4: Details of the Unfit Euro Coin Submitted for Exchange

Face Value	Number of Coins	Or Weight of Coins
€2.00		
€1.00		
€0.50		
€0.20		
€0.10		
€0.05		
€0.02		
€0.01		

Section 5: Cause of Damage to the Coins: Please explain how the coins have been damaged

Remember: Coins that have been through a process such as waste incineration and/or metal recycling process will not be reimbursed by the Central Bank of Ireland.

Section 6: Source of the Coins and Proof of Legal Ownership (for applications of more than €200):

Please provide detailed information to explain where these coins have been obtained from and submit evidence to prove your ownership of these coins

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Section 7: Bank Account

Bank Account (into which payment will be made upon verification and authentication) The bank account details must be those of the applicant	
Bank Name & Branch	
Account Name	
IBAN:	
BIC:	

Section 8: Declaration & Signature Please sign the declaration below to confirm the following:

- I confirm that the unfit coin has not been altered either deliberately or by a process that could be reasonably expected to have the effect of altering them, such as, inter alia, through household waste incineration or metal recycling processes.
- I confirm that I understand that if the Central Bank of Ireland determines that the unfit coin has been altered either deliberately or by a process that could be reasonably expected to have the effect of altering them, such as, inter alia, through household waste incineration or recycling processes the unfit coins will not be returned to me and I will not receive the value of those coins. The unfit coins will be destroyed.
- I confirm that the unfit coin I have submitted does not originate from any illegal activity.
- I confirm I have completed all sections of this form in full, and all information provided is accurate.
- I confirm I have enclosed all the additional documentation that is required.
- I confirm I am aware that the Central Bank of Ireland may forward details relating to this application, including copies of ID received and additional information, to other relevant third-party authorities, including An Garda Síochána and Revenue.

Applicant's Signature:	
Date:	

All applications are considered under EU Regulation 1210/2010. You will receive written confirmation of the outcome of your application. If your application is accepted for exchange, payment will be transferred to the bank account number provided on this form.

The provision of detailed information, supporting documentation and detailed explanations in support of an application will assist the Central Bank of Ireland to process your application as expeditiously as possible. Please note that the Central Bank of Ireland may require further explanations, information or evidence to be submitted in support of an application for exchange of damaged euro coin to enable it to perform its functions including under the EU Regulation 1210/2010.

The Central Bank of Ireland may process personal data provided by you in order to fulfil its statutory functions or to facilitate its business operations. Any personal data will be processed in accordance with the requirements of data protection legislation. Any queries concerning the processing of personal data by the Central Bank of Ireland may be directed to dataprotection@centralbank.ie. A copy of the Central Bank of Ireland's Data Protection Notice is available at www.centralbank.ie/fns/privacy-statement.