



Registering for the Heritage Licensing Portal

1. Click on link to bring you to the Heritage Licensing Portal. You must have a valid email address and mobile phone number ready to use.
2. Click on **Log-In Button** below.

The screenshot shows the top of the 'Licensing Application' portal. The header is dark green with the department's name in Irish and English, a harp logo, and navigation links for 'Home', 'EN', and 'Sign In/Register'. Below the header, the section is titled 'Log-in Using Buttons Below'. On the left, there is a 'Log-in' button (highlighted with a red box) and a 'Login with MyGovID' button. Below these is a link 'What is MyGovID?'. On the right, there is explanatory text about the portal's purpose and a list of current functions: signing up, applying for a Deer Hunting Licence, and submitting returns.

An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Licensing Application

Home | EN | Sign In/Register

Log-in Using Buttons Below

Log-in

Login with MyGovID

[What is MyGovID?](#)

This portal is provided by the Department of Housing, Local Government and Heritage, and will become the central hub for applications for Heritage Licences.

At present, you can:

- Sign up to the portal
- Apply for a Deer Hunting Licence
- Submit Deer Hunting returns

Applications for other types of Heritage Licences will be welcomed over time.

3. You will now be brought to a Sign In Screen (see below). If you are a first time user of the Portal, click on **Sign Up Now** button (see below in Red).

The screenshot shows the 'Sign in' screen. It has a dark green background with a white central box. The box contains the department's logo and name, the title 'Sign in', and the instruction 'Sign in with your email address'. There are two input fields for 'Email Address' and 'Password'. Below these is a link 'Forgot your password?'. At the bottom of the box, there is a blue 'Sign in' button and a link 'Sign up now' (highlighted with a red box) preceded by the text 'Don't have an account?'.

An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Sign in

Sign in with your email address

Email Address

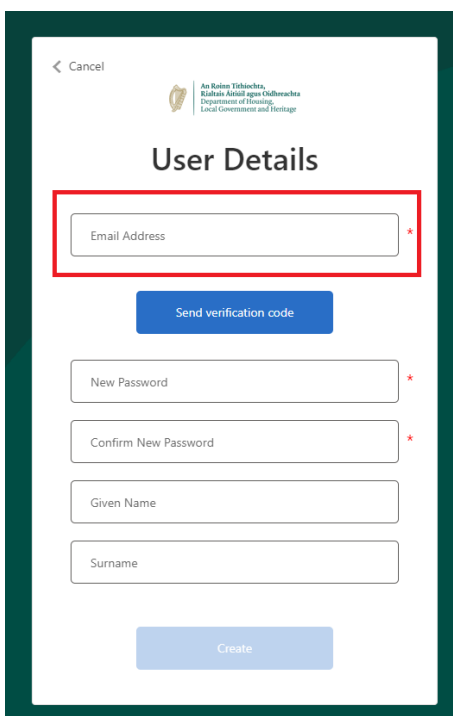
Password

[Forgot your password?](#)

Sign in

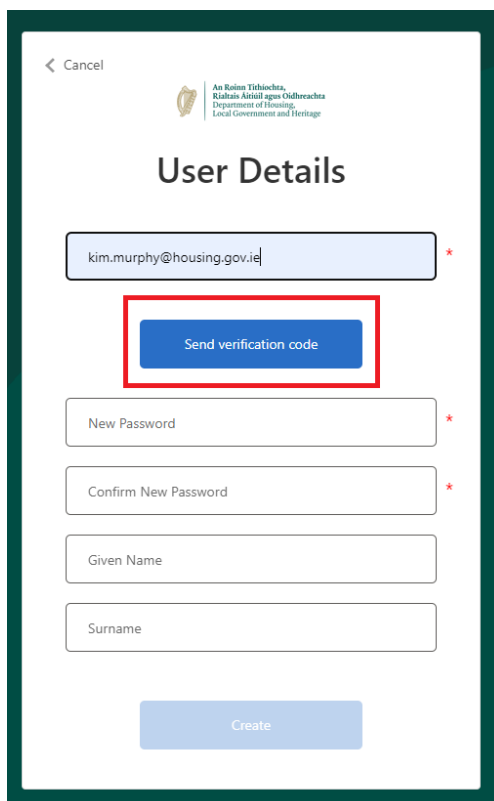
Don't have an account? [Sign up now](#)

4. This is the User Details Screen, on this screen you need to enter in your **email address** in the red box below.



The screenshot shows the 'User Details' screen from the 'An Roinn Tithíochta, Rialtais Aitiail agus Oidhreachta' (Department of Housing, Local Government and Heritage) app. At the top, there is a back arrow and the word 'Cancel'. Below this is the app's logo and name. The title 'User Details' is centered. A red rectangular box highlights the 'Email Address' input field, which has a red asterisk to its right. Below the email field is a blue button labeled 'Send verification code'. Further down are four more input fields: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname', each with a red asterisk to its right. At the bottom is a light blue button labeled 'Create'.


5. Once you have entered your email address, click on **Send Verification Code** button in Red (see below). A code will be sent to the email address which you have just provided. Go to your email and get the code.



This screenshot shows the same 'User Details' screen, but now the 'Email Address' field contains the text 'kim.murphy@housing.gov.ie'. The 'Send verification code' button is highlighted with a red rectangular box. The other fields ('New Password', 'Confirm New Password', 'Given Name', 'Surname') and the 'Create' button remain visible at the bottom.

6. You will now be asked to enter the code from your email manually into the **Verification Code** box below in Red, Do Not copy and paste from the email as this will not work.

< Cancel

 **An Roinn Tithíochta,**
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

kim.murphy@housing.gov.ie *

Verification Code *

Verify code Send new code

New Password *

Confirm New Password *

Given Name

Surname

Create

7. Once you have entered the code, click on **Verify Code** see below in Red.

< Cancel

An Roinn Tithíochta,
Rialtais Áiríúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

kim.murphy@housing.gov.ie *

876133 *

Verify code Send new code

New Password *

Confirm New Password *

Given Name

Surname

Create

8. You will now be brought to the next screen, where you will be asked to fill in your password, confirm your password and First name and Surname (see below).

When creating a password, it needs to be the following:

The password must be between 12 and 64 characters long
Your password must have at least 3 of the following

- A lowercase letter
- An uppercase letter
- A number
- A symbol

9. When you have entered all these details in, click on **Create** button (see below in Red)

< Cancel

An Roinn Tithíochta,
Rialtais Áitiúil agus Oldhreachta
Department of Housing,
Local Government and Heritage

User Details

E-mail address verified. You can continue now.

kim.murphy@housing.gov.ie *

Change e-mail

***** *

***** *

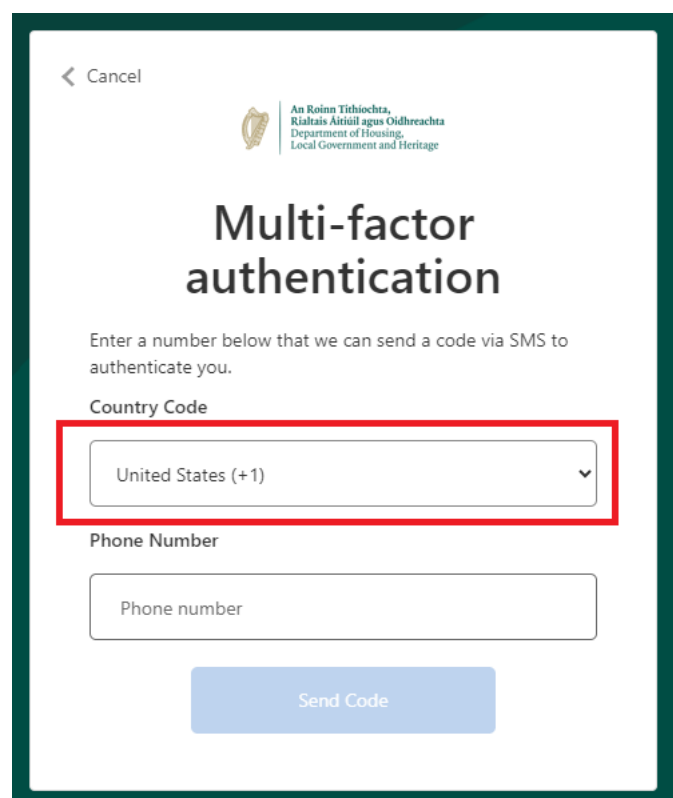
Kim

Murphy

Create

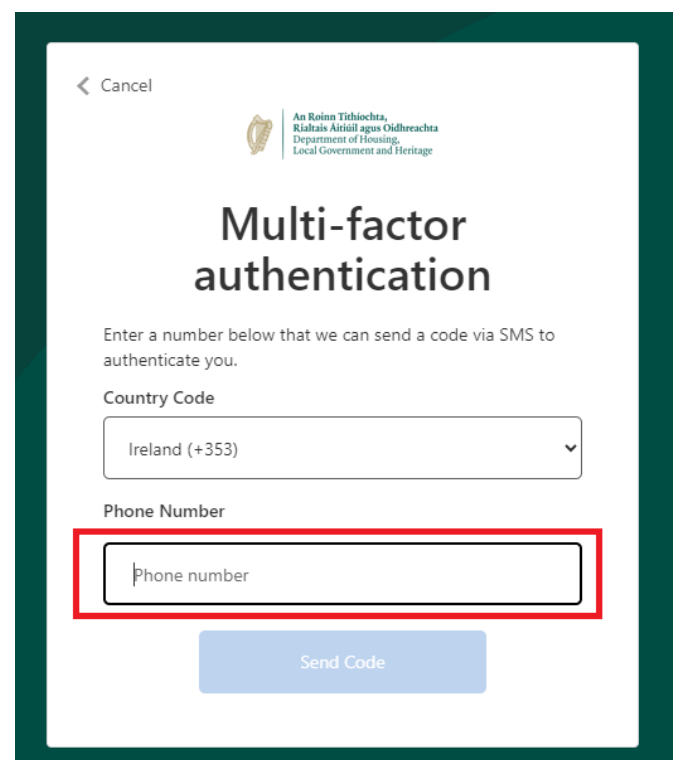
10. You will now be brought to a Multi Factor Authentication screen see below.

11. Click on **the Country Drop down arrow** and Select your **Country**



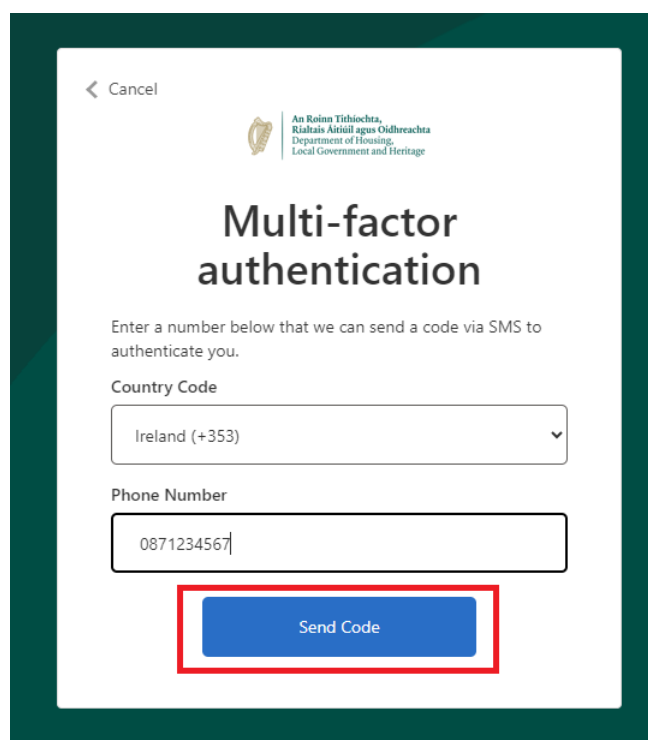
The screenshot shows a mobile app interface for multi-factor authentication. At the top, there is a back arrow and the word "Cancel". Below this is the logo of the Department of Housing, Local Government and Heritage, with the text "An Roinn Tithíochta, Rialtais Aitiúil agus Oidhreacht" and "Department of Housing, Local Government and Heritage". The main heading is "Multi-factor authentication". Below the heading, it says "Enter a number below that we can send a code via SMS to authenticate you." There are two input fields: "Country Code" and "Phone Number". The "Country Code" field is highlighted with a red border and shows "United States (+1)" with a dropdown arrow. The "Phone Number" field is empty and has a placeholder "Phone number". Below the fields is a blue button labeled "Send Code".

12. Now enter your **mobile phone number** in the box below. A mobile number and **not** a landline must be provided to receive the SMS text message.



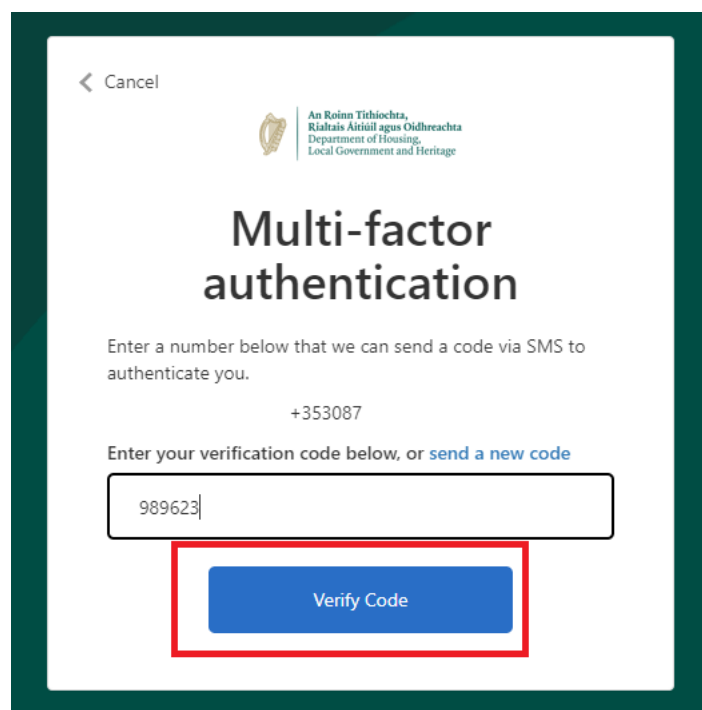
The screenshot shows the same multi-factor authentication screen as before, but with the "Phone Number" field highlighted with a red border. The "Country Code" field now shows "Ireland (+353)" with a dropdown arrow. The "Phone Number" field is empty and has a placeholder "Phone number". The "Send Code" button is still present at the bottom.

13. Once you have entered your mobile phone number, click on **Send Code** (see below in Red), you will now receive a text message to the mobile phone number you have provided.




The screenshot shows a mobile app interface for multi-factor authentication. At the top left is a back arrow and the word 'Cancel'. In the top center is the Irish harp logo, and to its right is the text 'An Roinn Tithíochta, Rialtais Áitiúil agus Oidhreachta' and 'Department of Housing, Local Government and Heritage'. The main heading is 'Multi-factor authentication'. Below it is the instruction 'Enter a number below that we can send a code via SMS to authenticate you.' There are two input fields: 'Country Code' with a dropdown menu showing 'Ireland (+353)' and 'Phone Number' with the text '0871234567'. At the bottom, a blue button labeled 'Send Code' is highlighted with a red rectangular border.

14. When you receive the code from the text message on your mobile phone, enter the number into the **verification code** box below and then click on **Verify Code** (see below in Red)



The screenshot shows the same mobile app interface as the previous one, but at a later stage. The 'Country Code' dropdown now shows '+353087'. The 'Phone Number' field is empty. Below the phone number field is the instruction 'Enter your verification code below, or [send a new code](#)'. There is a text input field containing the number '989623'. At the bottom, a blue button labeled 'Verify Code' is highlighted with a red rectangular border.

15. You will now be directed to the Licensing Application portal and you will see the Terms & Conditions Page.
16. You now need to accept the Terms and Condition, click on the '**I agree**' Tick Box and then Click **Confirm** (see below in Red).



An Buidéal Taiscéartha

Riailtáil Aistíil agus Oidhreacht

Department of Tourism,
Local Government and Heritage

Licensing Application

Home | EN - | Sign In/Register

Heritage Licensing Portal Terms & Conditions

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. THESE TERMS AND CONDITIONS (TOGETHER WITH THE DOCUMENTS THAT THEY REFER TO) SET OUT THE BASIS UPON WHICH YOU ARE ENTITLED TO ACCESS THE LICENSING PORTAL.

WHEN ACCESSING THE PORTAL, YOU CONFIRM THAT YOU ACCEPT THESE TERMS AND CONDITIONS AND THAT YOU AGREE TO COMPLY WITH THEM. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU CANNOT ACCESS THE PORTAL.


Click me to read the terms and conditions

Updated: February 2024

☐ I agree to these terms and conditions.

Confirm

17. This brings you to the Profile Page where you can follow the steps on the screen to complete your profile.



An Buidéal Taiscéartha

Riailtáil Aistíil agus Oidhreacht

Department of Tourism,
Local Government and Heritage

Licensing Application

Home | My Applications - | EN - | Joe Soap -

Home > Profile

Profile

JS

Joe Soap

Profile

Security

Step 1: Add your Profile Picture and ensure your photo is meeting the following requirement:

- Your photograph should show a close up of your face and the top of your shoulders so that your face takes up between 70% and 80% of the frame.
- Photos must be in sharp focus and correctly exposed.
- Digital enhancements or changes are not acceptable.

Step 2: Complete 'Your Information' Section Please ensure that all the **mandatory (*)** fields are filled correctly.

Step 3: Please click the **Update & Home** button at the bottom of the page before navigating to the main menu.

Your Information

First Name *

Joe

Last Name *

Soap

Date of Birth *

DD/MM/YYYY

E-mail *

tuget4joe-99@gmail.com

Applicant type *

Individual

Preferred Language of engagement

English

Address Information

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4