

**University of Limerick Photographic ID Certification Form 2**

**Certified Copy of Photographic Identification for the Purpose of Vetting under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016**

The University of Limerick is required to verify the identity of applicants/students who are applying/undertaking UL programmes of study that require vetting under the above Act. Because your programme of study comes under the remit of the Act, you are required, in part fulfilment of your obligations under the University’s vetting policy and in support of your vetting application, to submit a certified copy of one of the following acceptable photo ID documents:

* Passport
* European driving licence (new credit card licence only)
* National identity card

You are also required to certify on the photographic ID certification form overleaf that you are submitting for certification a valid and current photographic identity document. You are required to sign the photographic ID certification form in the presence of a certifying officer. You must fully complete and submit the certification form as directed in the information cover letter. Do not send original photo ID documents.

Please note that additional documents may be required as part of your vetting process, such as police clearance certificates from other jurisdictions where you have lived or a sworn affidavit if you are an international student. Please check the information cover letter or the UL Student Vetting website for more details. Photographic ID certification forms not submitted as part of an application process should be returned to: Complaints, Discipline & Vetting Unit, P204, Plassey House, University of Limerick, Limerick, Ireland. For additional information on the UL student vetting process, please go to the UL Student Vetting website: <https://www.ul.ie/provost/functions-processes/student-vetting>

## Certifying Officer

The following persons are eligible to act as a certifying officer for the purpose of this application:

* Member of a national police force, such as An Garda Síochána
* Solicitor/lawyer or Notary Public
* Peace Commissioner or Justice of the Peace
* University of Limerick staff member
* School principal (Ireland only)
* UK Post Office Certification Service official

The Certifying Officer is required to:

* Certify that they have seen the original photographic identity document
* Certify that the photocopy is a true copy of the original identity document
* Certify that the photograph on the passport, driving licence or national identity card is a true likeness of the applicant
* Witness the signature of the applicant
* Sign and date the document, add their name in block capitals and add their organisation stamp or seal.



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I certify that the original photographic identification presented by me to the Certifying Officer and copied below is a valid document that has been issued to me. I confirm that I have not received any notification from any issuing authority that the photographic ID is no longer valid. (*A passport, European driving licence (new credit card licence only) and national identity card are all acceptable photo ID documents.)*

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of study/Coop: (e.g. LM007/MA Physio/Coop): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UL ID/Applicant no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note to applicant: Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.*

*Copy of photographic ID to be scanned/photocopied into this box. Copies attached in this box by staple or other means should be countersigned by the Certifying Officer.*

**The Certifying Officer certifies that:**

* I have seen the original photographic identification.
* The above copy is a true copy of the original photographic identification.
* The photograph on the passport, driving licence or national identity card is a true likeness of the applicant.

Organisation stamp or seal:

* I have witnessed the signature of the applicant.

Certifying Officer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certifying Officer’s role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­