GARDA VETTING - PROVING IDENTITY
Information for Applicants (of Affiliate Organisations)

It is a requirement under the National Vetting Bureau procedures that the applicant provide proof of their identity and proof of their current residence.

The Designated Person/s of the Affiliate Organisations' are required to check and confirm the applicant's identity documentation before it is submitted to ulstaffgardavetting@ul.ie

In order to establish your identity for vetting purposes, an individual must provide documentary proof of each of the following:

- Valid Photographic ID to include name and date of birth.
- Evidence of current address

Please note;

- Evidence of address provided must be dated within 6 months of the date of application.
- The name on the photo ID must match the name on your proof of address.

In order to assist individuals, the below **100 point check** is a personal identification system which may be utilised to verify identity for vetting purposes.

Identification	**Score**	**Tick**
Irish driving licence or learner permit (new credit card format)	**80**	
Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 **(as amended)**.)	**80**	
Passport (from country of citizenship)	**70**	
Irish certificate of naturalisation	**50**	
Birth certificate	**50**	
Garda National Immigration Bureau (GNIB) card	**50**	
National Identity Card for EU/EEA/Swiss citizens	**50**	
Irish driving licence or learner permit (old paper format)	**40**	
Employment ID		
• ID card issued by employer (with name and address)	**35**	
• ID card issued by employer (name only)	**25**	
Letter from employer (within last two years)		
• Confirming name and address	**35**	
Employment Detail Summary (formerly P60), P45 or Pay slip (with home address)	**35**	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	**35**	

Public services card/social services card/medical card	**25**	
• With photograph	**40**	
Bank/Building Society/Credit Union statement	**35**	
Credit/debit cards/passbooks (only one per institution)	**25**	
National age card (issued by An Garda Síochána)	**25**	
Membership card		
• Club, union or trade, professional bodies	**25**	
• Educational institution	**25**	
Correspondence		
• From an educational institution/SUSI/CAO	**20**	
• From an insurance company regarding an active policy	**20**	
• From a bank/credit union or government body or state agency	**20**	
Children under 18 years (any one of the following)		
• Birth certificate	**100**	
• Passport	**100**	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	**100**	
Recent arrival in Ireland (less than 6 weeks)		
• **Passport**	**100**	
Vetting Subject is unable to achieve 100 points**		
• **Affidavit witnessed by a Commissioner for Oaths**	**100**	
TOTAL		

AFFILIATE ORGANISATION DESIGNATED PERSON AUTHORISATION

I have checked (*Applicants name)* …… identity documentation (against the documents listed) and role being vetted for and confirm that this is the person who is applying for a disclosure.

Signed……Role……Date…….
(Please Print Name)

Note: Please return this form, along with a completed Vetting Invitation form to ulstaffgardavetting@ul.ie. An invitation to the e-vetting website will then be sent to your email address.

It is an offence if you knowingly make a false statement for the purpose of obtaining or enabling another person to obtain a disclosure.
This ID Check Declaration form will be made available to the National Vetting Bureau on request.