

GARDA VETTING - PROVING IDENTITY

Information for Applicants

You will be asked to produce several documents to prove your identity. Please use the documents listed below to assist your Designated Person (Employee Line Managers or HR Division) to verify your identification.

If you have resided outside Ireland for a cumulative period of 36 months or more over the age of 18yrs you must furnish **Foreign Police Clearance (FPC)** from the country or countries of residence, along with a Certified English language translation, where necessary.

Please provide one document from each of the three groups **OR** provide one document from GROUP 1 and two documents from GROUP 2 to satisfy the vetting process.

PLEASE NOTE: A certified copy (a copy of a document stamped by the Gardai of one of the documents listed in Group 1 of Proof of Identity is to be provided). Along with electronic versions of the required identification from Group 2 (proof of address, not exceeding 6months old) and/or Group 3.

THESE DOCUMENTS MUST ACCOMPANY THE VETTING INVITATION FORM

Group 1

- Irish Driving Licence or Learner Permit (new credit card format)
- Irish Public Services Card issued by Dept. of Social Protection
- Current Passport (from country of citizenship)

Group 2* (Proof of Current Address)

- Bank / Building Society/ Credit Union Statement
- Credit Card Statement
- Utility Bill e.g. gas, electricity, television, broadband (ROI) (Printed online bills are acceptable, mobile phone bills are not acceptable)
- Payslip (with home address) or P60, P45
- Letter from Employer Confirming Name and Address
- Employment ID (ID Card issued by Employer with name and address)
- Mortgage Statement
- Correspondence from (educational institution/SUSI/CAO, insurance company regarding an active policy, bank/credit union/government body/state agency)

***All documentation must be less than 6 months old**

Group 3

- Original Birth Certificate / Adoption Certificate
- National Identity Card from EU/EEA Member States or Swiss Citizens
- Irish Certificate of Naturalisation
- Credit/Debit Cards/Passbooks (only one per institution)
- Irish Driving Licence or Learner Permit (unexpired old paper format)
- Garda National Immigration Bureau (GNIB) Card
- National Age Card (issued by An Garda Siochana)
- Free Travel Pass Card issued by Dept. of Social Protection

- Student Identity Card issued in the ROI by a recognized 3rd level institution
- Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
- Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
- Membership Card (club, union or trade, professional bodies, education institution)

Children under 18 years (any one of the following documents to verify your identification)

- Birth Certificate
- Passport
- Written statement by a School Principal confirming attendance at an educational institution on a letter head of that institution

Recent arrival in Ireland (less than 6 weeks)

- Passport

Vetting Subject unable to produce relevant identification documentation

- Affidavit witnessed by a Commissioner for Oaths

GARDA VETTING – IDENTITY CHECK DECLARATION FORM

UNIVERSITY OF LIMERICK DESIGNATED PERSONS DECLARATION

The Designated Persons: **Employee Line Managers or UL HR Division** are required to check and confirm the applicant’s identity documentation before it is submitted to ULStaffGardaVetting@ul.ie . One document must be produced from each of the three groups (inclusive of a certified copy of Group 1) **OR** the applicant must produce one certified document from Group 1 and two documents from Group 2 to satisfy the vetting process.

Only persons conducting **Relevant Work or Activities relating to Children and/or Vulnerable Persons** will be subject to vetting. **For the full list of relevant work and activities requiring vetting please refer to [Schedule 1 of the Act](#).** (National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016).

Please describe the role being vetted for and reference the relevant section from Schedule 1 it relates to. If the applicant’s role does not meet the vetting criteria, the application may be rejected.

Role Description & Criteria from Act (max 120 characters):

TO BE COMPLETED BY THE APPLICANT

Name of Individual being vetted.....

Tel.....

Email.....

UL Dept.....

Line Mgr.....

(It is a compulsory requirement to complete this section)

UNIVERSITY OF LIMERICK DESIGNATED PERSONS DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed and confirm that this is the person who is applying for a disclosure.

GROUP 1

GROUP 2

GROUP 2 or 3

(i).....(i).....(i).....

(Please detail above valid documents that are being used to verify the applicant’s identity)

Name.....Role.....

(Please Print Name)

Signed.....Date.....

WARNING

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.

Please return this declaration form, the 3 chosen verify identity documents (Group 1 being a certified copy by the Gardai) and the Vetting invitation form to ulstaffgardavetting@ul.ie. An invitation to the e-vetting website will then be sent to your email address.