

GARDA VETTING - PROVING IDENTITY Information for Applicants

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 Persons: **Employee Line Managers (or delegate)** are required to check/confirm and send copies of the applicant's identity documentation along with this form 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		
<ul style="list-style-type: none"> • ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> • ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> Educational institution 	25	
Correspondence		
<ul style="list-style-type: none"> From an educational institution/SUSI/CAO 	20	
<ul style="list-style-type: none"> From an insurance company regarding an active policy 	20	
<ul style="list-style-type: none"> From a bank/credit union or government body or state agency 	20	
Children under 18 years (any one of the following)		
<ul style="list-style-type: none"> Birth certificate 	100	
<ul style="list-style-type: none"> Passport 	100	
<ul style="list-style-type: none"> 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)		
<ul style="list-style-type: none"> Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		

LINE MANAGER 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.

Manager Signature.....Role.....Date.....

Manager Print Name:

Note: Please return this form (with ID documents), 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.