

## **Establishing Applicant/Student Identity and Current Address**

The University of Limerick is required to establish the identity and current address of applicants and students who complete the vetting application form (paper or online) and seek to apply for vetting to the National Vetting Bureau. In line with guidelines from the National Vetting Bureau, UL requires applicants and students to furnish documents and suitable photographic identification before the vetting application is submitted by the University to the National Vetting Bureau.

To establish the vetting subject's identity, they must provide each of the following:

- Photographic ID, including name and date of birth.
- Evidence of Current Address.

The University utilises the [100 point check](#) to establish the identity of student vetting applicants. Vetting subjects may use the list below, and present identification totalling 100 points. At least one form of photographic identification is required as part of this 100 points.

Where an applicant/student cannot achieve 100 points, the Office of the Provost & Deputy President will consider, on an individual-case basis, an affidavit witnessed by a Commissioner for Oaths, to confirm their identity.

### 100 Point Check

Identification	Score	Tick
<b>Irish driving licence or learner permit (new credit card format)</b>	<b>80</b>	
<b>Irish Public Services Card</b> (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 <b>(as amended)</b> .)	<b>80</b>	
<b>Passport (from country of citizenship)</b>	<b>70</b>	
<b>Irish certificate of naturalisation</b>	<b>50</b>	
<b>Birth certificate</b>	<b>50</b>	
<b>Garda National Immigration Bureau (GNIB) card</b>	<b>50</b>	
<b>National Identity Card</b> for EU/EEA/Swiss citizens	<b>50</b>	
<b>Irish driving licence or learner permit (old paper format)</b>	<b>40</b>	
<b>Employment ID</b>		
ID card issued by employer (with name and address)	<b>35</b>	
ID card issued by employer (name only)	<b>25</b>	
<b>Letter from employer</b> (within last two years)		
Confirming name and address	<b>35</b>	
<b>P60, P45 or Payslip</b> (with home address)	<b>35</b>	
<b>Utility bill e.g. gas, electricity, television, broadband</b> (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	<b>35</b>	
<b>Public services card/social services card/medical card</b>	<b>25</b>	
With photograph	<b>40</b>	
<b>Bank/Building Society/Credit Union statement</b>	<b>35</b>	
<b>Credit/debit cards/passbooks</b> (only one per institution)	<b>25</b>	
<b>National age card</b> (issued by An Garda Síochána)	<b>25</b>	
<b>Membership card</b>		
Club, union or trade, professional bodies	<b>25</b>	
Educational institution	<b>25</b>	
<b>Correspondence</b>		
From an educational institution/SUSI/CAO	<b>20</b>	
From an insurance company regarding an active policy	<b>20</b>	
From a bank/credit union or government body or state agency	<b>20</b>	
<b>Children under 18 years (any one of the following)</b>		
Birth certificate	<b>100</b>	
Passport	<b>100</b>	
Written statement by a principal confirming attendance at educational institution on a letter head of that institution	<b>100</b>	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
<b>Passport</b>	<b>100</b>	
<b>Vetting Subject is unable to achieve 100 points**</b>		
<b>Affidavit witnessed by a Commissioner for Oaths</b>	<b>100</b>	
<b>TOTAL</b>		

# University of Limerick Photographic ID Certification Form

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 applying to undertake and students 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 part of your application or directly to the address below. Original photo ID documents should not be enclosed.

Please note that following a review of your vetting form, additional vetting requirements, including, where applicable, seeking police clearance from other jurisdictions, may apply. You will be contacted if additional vetting requirements apply in your case.

## **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 or lawyer
- Notary Public
- Peace Commissioner
- 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

Photographic ID certification forms not submitted as part of an application process should be returned to: Student Vetting, Office of the President, University of Limerick, Limerick, Ireland.

For additional information on the UL student vetting process, please go to:

<https://ulsites.ul.ie/executive/student-vetting>

# University of Limerick Photographic ID Certification Form

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 applied for: \_\_\_\_\_ (office use only)

*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 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.
- I have witnessed the signature of the applicant.

Certifying Officer's signature: \_\_\_\_\_

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

Organisation stamp or seal: