

Provision of Documentation

- All applicants are required to provide documents to validate their identity and address
- The validator must meet the Vetting Subject in person to validate identification documentation
- He/she must see the original documents to confirm that the vetting subject matches the documents. Photocopies of documentation cannot be accepted by the validator
- The validator must produce a copy of the relevant documents
- The copy produced by the validator must be clear and legible for audit purposes



Identification - Schedule of Documents

Photo Identification:

1. Passport from country of citizenship
2. Irish Driving Licence or Learner Permit (new credit card format)
3. Irish Certificate of Naturalisation
4. National Identity Card (EU/EEA/Swiss Citizens)



Validation of Identity

- The proof of identity document must be current and not expired
- The document must be a valid form of identification
- The photograph on the original document must match the vetting subject and must be of high quality and clear
- The name on the document must match the name provided on the NVB1 form
- The date of birth on the document must match the date provided on the NVB1 form



Validation of Address

One of the following documents must be provided to validate proof of address:

- Bank Statement from a recognised bank
- Building Society Statement
- Credit Union Statement
- Credit Union Passbook
- Utility Bill (i.e. gas, electricity, television, broadband, waste, or TV licence issued within the last six months)
- Correspondence from government departments
- Letter from Local Council confirming residency



Validation of Address

- Proof of address must be dated within six months of date applicant signed the consent
- The address on the document must be applicant's current address and match address provided on the NVB1 form
- Proof of address document must be acceptable as per the Document Schedule
- The Vetting Subject's full name must be included on the proof of address document and the document must be on headed paper



Under 18 Applicants – Proof of Identity

Where a vetting subject is under the age of 18, a birth certificate is required

and

either a passport from a country of citizenship

or

a letter from the School Principal confirming the student's name, address and attendance. This letter must be on school headed paper and it must be dated.

