
ID Validation Checklist for Garda Vetting Purposes

With the advent of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 the legislation has introduced a legislative basis for vetting and provision for the establishment of procedures that are to apply in respect of persons who wish to undertake certain work or activities relating to children or vulnerable persons.

The legislation allows for the inclusion of additional personal data to enable the verification of identity. It also places a responsibility on the organisation requesting the vetting to be undertaken to validate the identity of the individual before requesting vetting to be undertaken.

An essential aspect of the criminal history disclosure service provided by the National Vetting Bureau (formerly the Garda Central Vetting Unit) is ensuring that the individual applying for the check is who they say they are. Failure to establish the identity of the individual could lead to:-

- Criminal history information being disclosed that does not relate to the applicant;
- or**
- The National Vetting Bureau failing to disclose criminal history information about an applicant leading to a potential risk to the safeguarding of vulnerable persons.

Valid Identification Documents

Applicants must provide evidence of identity that provide a minimum of 100 points. (As per the check list overleaf)

Name of Applicant: _____

Date of Birth of Applicant: _____

Date ID check completed: _____

I confirm that I have seen the original* ID documents as indicated on the attached sheet:

Signed: _____

Please PRINT name: _____

Work Location: _____

Important:

Please retain this checklist along with the evidence presented by the applicant safely as it may be requested by the National Vetting Bureau during the processing of the applicant's vetting bureau application form.

Photographic Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	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 Identification		
ID card issued by employer (with name and address)	35	
ID card issued by employer (name only)	25	
Letters from employers (within last two years)		
Confirming name and address	35	
P60 or P45 or Payslip (with home address)	35	
Membership Cards		
Club, union or trade, professional bodies	25	
Educational institution	25	
Other Correspondence		
Utility bill e.g. gas, electricity, television, broadband (must not 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 - no photograph	25	
Public services card/social services card/medical card – which includes photograph	40	
Bank/Building Society/Credit Union statement (Statements from Store cards/catalogue companies are not acceptable)	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
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	
Total		

*Original documents may be submitted in person or alternatively certified copies are acceptable by post or email – i.e. copy-documents must be certified by either a practising Solicitor or Commissioner for Oaths, Notary Public, Peace Commissioner, (or Registered Teacher in the case you need to submit other correspondence from an educational institution SUSI/CAO). The certification should contain an endorsement (signature, date and stamp or registration number) on the copy-documentation stating that they are true copies of the original documents and that the originals have been sighted by the certifier

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