

Identity Document Verification Form

Your Ref:

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☐ Yes ☐ No
- Is the photograph on the document a true likeness for the vetting subject? ☐ Yes ☐ No
- Is the photograph of high quality and clear? ☐ Yes ☐ No
- Is the date of birth on the document matching the date provided on the NVB1/NVB2 Form? ☐ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB1/NVB2 Form? ☐ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☐ Yes ☐ No
- Is the address on the proof of address document matching the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1/NVB2 Form

- Is the NVB1/NVB2 form dated and signed by the vetting subject? ☐ Yes ☐ No
- Is the role accepted to be relevant work or activity? ☐ Yes ☐ No
- Is the Consent Box ticked? ☐ Yes ☐ No

Section 4: Document Confirmation

I have physically seen and retained a copy of the following documents: (Please check all that apply)

- Completed NVB1/NVB2 Form (original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No. _____
- Proof of address document type: _____ ☐ Yes ☐ No

If you have answered NO to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME):

Validator's Signature:

Validator's Role:

Validator's Contact Number:

Date of Validation:

Proof of identity documentation

Over 18 applicants

Proof of address documentation

- Must be dated within six months of the date the applicant signed the consent
- Address must be the applicants current address and match address on the NVB1 form
- Full name must be included
- Document must be on headed paper

Proof of identity documentation

- Must be valid for of ID, current and not expired.
- Photograph must match the vetting subject and must be of high quality and clear.
- Name on the document must match the name on the NVB1 Form.
- Date of birth on the document must match the date provided on the NVB1 Form



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Ireland's National Police & Security Service

This schedule lists the documentation that the Garda National Vetting Bureau will accept when processing vetting applications

Only the below listed documents are acceptable.

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (<u>not</u> private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

Proof of Identity documentation

Under 18 applicants

- Applicant must be under the age of 18
- Does not have documentation outlined in the accepted documentation table
- Two documents must be submitted, one document must be the birth certificate

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address



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Applicants outside of the island of Ireland

Applicants must:

Scan and email a completed NVB1 form, }
Proof of identity and address documents } used to commence the vetting process.

Prior to commencement of relevant work/activity

- NVB1 form
- Identification documents
- Verification section

The organisation must:

- Verify the original documents used to in person & retain both:
- scanned copies originally submitted & copies taken
- Dated & verified



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