

I.D. VERIFICATION FORM (R.O.I.)

NOTES FOR APPLICANT

- Complete **part 1** of this form.
- You must also complete the Confidential Declaration Form and Garda Vetting Form.
- Make arrangements with your Safeguarding Representative to verify your ID via the 100 Point Check system. Acceptable documents are listed on pages 2 & 3 of this form.

NOTES FOR SAFEGUARDING REPRESENTATIVE

- Complete **part 2** of this form to confirm that you have verified the identity of the applicant via the 100 Point Check system as listed below. Please detail type of document and related reference number, e.g. driving licence number. When conducting Garda Vetting, you will require vetting subjects to present identification totalling 100 points to ensure you are checking the correct person. **At least one form of photographic evidence must be verified.** All documents verified must be original, not copies. **Please do not retain photocopies of any documents.**
- You must complete this form in the presence of the applicant and all their documents.
- Further guidance is available from the Armagh Diocesan Safeguarding Office (Email: pfox@archdioceseofarmagh.com Tel: 048 3752 5592).

PART 1 – Details of Applicant

Name: _____ D.O.B: ____/____/____
(Block Capitals)

Address: _____
(Block Capitals)

Contact Tel: _____

Male: Female:

Diocese: _____
(Block Capitals)

Parish: _____
(Block Capitals)

Role: _____
(Block Capitals)

Is this role: Paid: Voluntary:
(Please tick)

PART 2 – Declaration

I confirm that I have verified the applicant's identity by checking the photographic identity (i) and 2 valid identification documents (ii) and (iii) as listed below:

(i) _____ Ref No. (E.g. Licence No.) _____

(ii) _____

(iii) _____

Signed: _____
(Safeguarding Representative I.D. Verifier)

Date: _____

VALID IDENTIFICATION DOCUMENTS (R.O.I.)

The **100 Point Check** is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted), as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. **At least one form of photographic evidence must be verified.**

| Identification | Score | Tick |
|---|-----------|------|
| Irish driving licence or learner permit (new credit card format) | 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 | |
| P60, P45 or Payslip (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 | |
| 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 | |
| | | |

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|--|------------|--|
| Correspondence | | |
| • 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 | |
| Children under 18 years (any one of the following) | | |
| • Birth certificate | 100 | |
| • Passport | 100 | |
| • 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) | | |
| • Passport | 100 | |
| Vetting Subject is unable to achieve 100 points** | | |
| • Affidavit witnessed by a Commissioner for Oaths | 100 | |
| TOTAL | | |

*This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service.

**An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit.