

SCHOOL 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 School Principal to verify your ID via the 100 Point Check system. Acceptable documents are listed on pages 2 & 3 of this form.

NOTES FOR PRINCIPAL (I.D. VERIFIER)

- 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 Fr. Malachy Conlon PP, EV, Parochial House, Top Rath, Carlingford, Co. Louth. (E-mail: malachycooley@eircom.net Tel: 042 937 6105).

PART 1 – Details of Applicant

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

Address: _____
(Block Capitals)

Contact Tel: _____ Male: Female:

Diocese: _____ Parish: _____
(Block Capitals) (Block Capitals)

Role: _____ Is this role: Paid: Voluntary:
(Block Capitals) (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: _____ Date: _____
(School Principal I.D. Verifier)

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	
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 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	
Public services card/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 Siochana)	25	
Membership card		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	

• Educational institution	25	
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.