

VETTING – IDENTITY CHECK DECLARATION FORM

The Designated Person (Head of Department/Head of School/Department Manager/Principal Investigator or member of the Dept. of Human Resources) is required to check and confirm the applicant’s identity.

One document must be produced from each of the three groups **OR** the applicant must produce one document from **Group 1** and two documents from **Group 2** to satisfy the vetting process. Please retain copies of the documents used to confirm the applicant’s identity.

TO BE COMPLETED by designated person.

Name of Individual being vetted.....

GROUP 1

GROUP 2

GROUP 2 or 3

(i).....(i).....(i).....
(Please detail above valid documents that are being used to verify the applicant’s identity from list of documents per group below)

DESIGNATED PERSONS DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure. I have informed the applicant that vetting information will be passed to DCU HR and they have agreed to share their personal information with DCU and appropriate, relevant organizations.

Name of Designated Person: (Choose as appropriate)

Name.....Role.....
(Please Print Name)

Signed.....Date.....

WARNING

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a disclosure.

This ID Check Declaration form will be made available to the National Vetting Bureau on request.

Please return this declaration form with the National Vetting Bureau Form to the **Department of Human Resources, Main Administration Building, DCU.**

The applicant must provide one document from each of the three groups **OR** provide one document from **Group 1** and two documents from **Group 2** to satisfy the vetting process.

Vetting – Identity Check Declaration Form

Information for Applicants

In accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 the **vetting liaison person in DCU is required to verify the applicant's identity in advance of initiating the vetting process.**

As part of this process you will be asked to produce documents to prove your identity.

You will be required to provide one document from each of the three groups listed below **OR** provide one document from **Group 1** and two documents from **Group 2** to satisfy the vetting process.

Group 1

- Irish Driving Licence or Learner Permit (new credit card format)
- Irish Public Services Card issued by Dept. of Social Protection
- Current Passport (from country of citizenship)

Group 2* (Proof of Current Address)

- Bank / Building Society/ Credit Union Statement
- Credit Card Statement
- Utility Bill e.g. gas, electricity, television, broadband (ROI) (Printed online bills are acceptable, mobile phone bills are not acceptable)
- Payslip (with home address) or P60, P45
- Letter from Employer Confirming Name and Address
- Employment ID (ID Card issued by Employer with name and address)
- Mortgage Statement
- Correspondence from (educational institution/SUSI/CAO, insurance company regarding an active policy, bank/credit union/government body/state agency)

- **Please note that all documentation from group 2 must be less than 6 months old**

Group 3

- Original Birth Certificate / Adoption Certificate
- National Identity Card from EU/EEA Member States or Swiss Citizens
- Irish Certificate of Naturalisation
- Credit/Debit Cards/Passbooks (only one per institution)
- Irish Driving Licence or Learner Permit (unexpired old paper format)
- Garda National Immigration Bureau (GNIB) Card

- National Age Card (issued by An Garda Siochana)
- Free Travel Pass Card issued by Dept. of Social Protection
- Student Identity Card issued in the ROI by a recognized 3rd level institution
- Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
- Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
- Membership Card (club, union or trade, professional bodies, education institution)

Children under 18 years (any one of the following documents to verify your identification)

- Birth Certificate
- Passport
- Written statement by a School Principal confirming attendance at an educational institution on a letter head of that institution

Recent arrival in Ireland (less than 6 weeks)

- Passport

Vetting Subject unable to produce relevant identification documentation

- Affidavit witnessed by a Commissioner for Oaths

Please provide originals of the chosen documentation to your designated person along with the National Vetting Bureau Form.

29 April 2016