



Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

VETTING – IDENTITY CHECK DECLARATION FORM

The Vetting Liaison Person of Trinity College Dublin, The University of Dublin 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.

See group lists on ‘Garda Vetting - Proving Identity: Information for Applicants’ document.

TO BE COMPLETED BY designated person.

Name of Individual being vetted (Please use block capital letters)

.....

Email Address (Please use block capital letters)

.....

TEL.....

Role Being Vetted For.....

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)

DESIGNATED PERSONS DECLARATION - (To be completed by HR)

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 National Vetting Bureau and they have agreed to share their personal information with the National Vetting Bureau and Trinity College Dublin, The University of Dublin.

Name.....Role.....

(Please Print Name)

Name of Department/Area:.....

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 Application Form to **Human Resources, Trinity Central,152-160 Pearse Street,Trinity College, Dublin 2**



VETTING - PROVING IDENTITY

Information for Applicants

You will be asked to produce several documents to prove your identity. Please use the documents listed below to assist your Liaison Person to verify your identification.

Please 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.

Group 1

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

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 or P60, P45 (**with home address**)
- 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)

***All documentation 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
- 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 Liaison Person along with the National Vetting Bureau Application Form.

29 April 2016