



Identification Verification Form

- ❖ The owner / manager completes this form to verify that they have seen the employee's photo identification and proof of current address.

Membership Number: _____

Owner/Manager Name: _____

Name of service/organisation: _____

Name of Applicant: _____

Please state documentation verified:

1. Type of photo id: _____

2. Proof of current address _____

Please state role being vetted for: _____

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick box

**Owner/Manager Name signature
as stated above:**

	Date:
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Please complete this form with the vetting invitation form for each applicant, and return it to:
Early Childhood Ireland, Hainault House, Belgard Square South, Tallaght,
Dublin 24RFV0

Proof of **current address** and **photo identification** must be seen by an employer for each applicant, and written clearly on the Identification Verification form.

Types of documents that can be used for Photo Identification:

- Irish Driving Licence or learner permit (new credit card format)
- Irish Public Services Card / Social Services Card / Medical Card (with photograph)
- Passport
- Irish certificate of naturalisation
- Garda National Immigration Bureau (GNIB) card
- National Identity Card for EU/EEA/Swiss citizens
- National age card issued by An Garda Síochána
- Employment ID card issued by employer (name and photograph)
- Membership cards from a Union or Trade, Professional body or Educational Institution (with photo)

Types of documents that can be used to verify address:

- Driving licence
- P60, P45 or Payslip (with home address)
- Bank/Building Society/Credit Union statement
- Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)
- Bank / Building Society / Credit Card Statement
- Letter from employer (within last two years): Confirming name and address
- Correspondence from any of the following:
 - an educational institution
 - an insurance company regarding an active policy
 - a bank / credit union or government body or state agency

Types of documents that can be used to verify both photo id and address:

- Irish Driving Licence (new credit card statement)
- Employment ID card issued by employer (name, address and photo)