



# Identification Verification Form

The Owner/Manager completes this form to verify that you have seen the employee's photo identification and proof of current address.

Early Childhood Ireland  
Membership No: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_

Name of Setting/Organisation: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Role being vetted for: \_\_\_\_\_

**The role being vetted for must be a Relevant Work Activity that consists of the person having regular contact with children or vulnerable adults under the National Vetting Act 2012-2016 i.e. childcare work. If you are unsure if this role is relevant, please provide more information below.**

Please state the duties of the role: \_\_\_\_\_

How often will they be working in the setting: \_\_\_\_\_

What, if any, access will they have to the children? \_\_\_\_\_

**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 state type of documentation verified:**

Type of Photo Identification: \_\_\_\_\_

Proof of Current Address: \_\_\_\_\_

Please tick box to confirm that you have verified the above.

Owner/Manager Signature \_\_\_\_\_

Please complete this form, and send it with the Vetting Invitation for the applicant to: Early Childhood Ireland, Hainault House, Belgard Square South, Tallaght, D24 RFV0

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)