



# 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: \_\_\_\_\_ GNVB Affiliate Registration Number: \_\_\_\_\_

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 assistant.

Please state the duties of the role that involve regular contact with children: \_\_\_\_\_

How do they have access to the children, and how often: \_\_\_\_\_

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 write down the type of documentation that you have verified: **(see overleaf for accepted identification)**

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

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

Please tick box to confirm that you have verified the above.  Date: \_\_\_\_\_

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 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 Siochana
- 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)