Applicants currently living in Ireland

For applicants currently living in Ireland, the validation process must involve in-person verification only, online is not acceptable.

The validator must see in person the applicants ID, proof of address, and NVB1 form:

- NVB1 form must been signed and consent box ticked with handwritten signature (digital signatures not accepted)

Validator verifies documents in person and ensures the proof of ID documents are in date and that the photo identity document (ID) is of high quality and clear.

Ensure the proof of address is dated within six months of the date the applicant signed consent on the NVB1 form.

Ensure all ID documents used are listed in the updated Accepted Documentation Table and are current, valid, and legible.

The validator completes Section 1 to 5 on the Identity Document Validation Form. The validator must record their full details (name, position, setting, date, and document type) on the Identity Document Validation Form.

Once the above steps are completed and validated in person you can then go to the Early Childhood Ireland website and submit your application.

Data Retention, ensure that the following are kept on file for record-keeping:
In-person Validation:

- Original NVB1 form
- Original Identity Validation form
- Copy proof of address
- Copy proof of identity
- Copy of the disclosure [once you have received this from Early Childhood Ireland]

Applicants currently living outside of Ireland

For international applicants currently living outside Ireland, the validation process involves both an online and then in-person verification prior to commencing work.

Step 1

Applicant emails scanned copies of their ID, proof of address, and NVB1 form to the validator in the Early Years and/or School Age Care setting.

- NVB1 form must been signed and consent box ticked with handwritten signature (digital signatures and ticks not accepted)
- International addresses can be used for the applicant's current address on the NVB1 from, once the applicant can provide a proof of address. The validator must ensure the proof of address is listed in the Accepted Documentation Table.

Step 2

Validator verifies documents online via video call - the applicant shows the original documents during a live video call to verify they match the scanned copies that were emailed.

Step 3

Ensure the proof of address is dated within six months of the date the applicant signed consent on the NVB1 form.

Step 4

Ensure all ID documents used are listed in the updated Accepted Documentation Table and are current, valid, and legible.

Step 5

The validator completes Section 1 to 3 on the Identity Document Validation Form.

Step 6

Once the above steps are completed and validated online, you can then go to the Early Childhood Ireland website and submit your application.

Step 7

Before starting work, the applicant must present in person with the original NVB1 form and original proof of ID and proof of address documents to the validator.

Step 8

The validator completes Section 4 and Section 5 on the Identity Document Validation Form to finalise the process.
The validator must record their full details (name, position, setting, date, and document type) on the Identity Document Validation Form.

Step 9

Data Retention, ensure that the following are kept on file for record-keeping:
Online Validation:

- Scanned NVB1 form
- Copy of emailed proof of address
- Copy of emailed proof of identity

In-person Validation:

- Original NVB1 form
- Original Identity Validation form
- Copy proof of address
- Copy proof of identity
- Copy of the disclosure [once you have received this from Early Childhood Ireland]