

This **100 point check** is an information sheet developed to support conferences in verifying identity of vetting applicants, as required.

### How to use this 100-point checklist

- Step 1. Vetting applicant to produce **ONE FORM OF PHOTOGRAPHIC IDENTIFICATION** listed from 'Proof of Identity' section below and present it to the Authorised Person
- Step 2. Vetting applicant will produce **ONE FORM OF PROOF OF ADDRESS** listed in 'Proof of Address' identification section below and present it to the Authorised Person
- Step 3. The SVP Authorised Person who is verifying identity must check that **Current Address** details on the NVB1 or NVB 2 form **match the Proof Of Address** document the Vetting applicant has produced
- Step 4. The Vetting applicants Photo ID must be that of the person whom the Authorised Person has met and is in respect of the Vetting applicants completed NVB1 or NVB2 form
- Step 5. The Authorised Person has scored documents presented by the vetting subject in the table below and has checked that the score adds up to 100 or more

Proof of Identity	Score	Tick or mark x
Irish driving licence or learner permit (new credit card format)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format – laminated and with picture)	40	
Employment PHOTO ID		
<ul style="list-style-type: none"> <li>• ID card issued by SVP (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>• ID card issued by SVP (name only)</li> </ul>	25	
Letter from employer (within last two years) Confirming name and address	35	
Proof of Address Identification	Score	Tick or mark x
P21 Balancing Statement, Tax Credit Certificate or Payslip (Top SECTION WITH HOME ADDRESS ONLY)	35	
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)	35	
Medical card	25	
Bank/Building Society/Credit Union statement – TOP SECTION WITH ADDRESS AND NAME ONLY	35	
Credit/debit cards/passbooks (only one per institution)	25	

Proof of Address Identification (continued)	SCORE	Tick or mark x
Membership card - Professional CLUB, TRADE UNION OR PROFESSIONAL BODY	25	
Garda National age card (issued by An Garda Siochana only)	25	
<b>Correspondence from an approved institution</b>		
<ul style="list-style-type: none"> <li>From an educational institution - SUSI/CAO or Third Level Institute approved by a State Agency stating that Vetting applicant is attending the Third level institute (dated within 6 months)</li> </ul>	25	
<ul style="list-style-type: none"> <li>From a Central Bank regulated insurance company regarding an active policy (for current year of insurance – top part only detailing name &amp; address)</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency (Dated within 6 months – top part only detailing name &amp; address)</li> </ul>	20	
<b>People between 16 &amp; 17 years (any one of the following)</b>		
<ul style="list-style-type: none"> <li>Birth certificate</li> </ul>	100	
<ul style="list-style-type: none"> <li>Passport</li> </ul>	100	
<ul style="list-style-type: none"> <li>Written statement by a principal confirming attendance at educational institution on a letter head of that institution</li> </ul>	100	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
<ul style="list-style-type: none"> <li>Passport</li> </ul>	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
<ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>	100	
<b>TOTAL SCORE</b>		

\*This document was developed using information from the Garda National Vetting Bureau who adopted it from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service.

\*\*An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit. The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit