



Validation of Identity & Consent in accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016

This guidance document serves as a framework to validate the identity of vetting subjects requiring vetting.

It outlines the essential criteria that must be assessed for the Identity document, proof of address document and NVB 1 (consent form) to ensure compliance with the requirements.

The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must validate identity documents in person and must see the original documents to confirm the vetting subject matches the documents.

Section 1: Photographic ID

To ascertain the legitimacy of an applicant's Photographic ID, the following criteria must be examined.

Criteria for assessment:

- *The identity document must be a valid form of identity and must be deemed acceptable as per the **Identity Document Schedule** below.*
- *The document being relied upon must be current and not expired.*
- *The photograph on the original document must match the vetting subject.*
- *The photograph on the original document must be of high quality and clear.*
- *The date of birth on the document must match the date of birth provided on the NVB 1 form.*
- *The name on the document must match the name provided on the NVB 1 Form.*



Section 2: Proof of Address

Organisations must verify that the vetting subject's proof of address is accurate and up to date.

Criteria for assessment:

- The Proof of Address document must be deemed acceptable as per the ***Identity Document Schedule*** below.
- *The document must be dated **within six months** of the date the applicant signed consent.*
- *The address on the document must be the applicants current address and match the address provided on the NVB 1 Form.*
- *The vetting applicants full name must be included on the proof of address document and the document must be on headed paper.*

Section 3: NVB 1 Form

The NVB 1 form is crucial for the vetting process, and its accuracy must be thoroughly checked by the validator.

Criteria for Assessment:

- The vetting subject's name, address, and date of birth must be correctly entered
- The vetting subject's contact number and email address must be accurately provided
- The role stated on the form must be clearly defined and must be within the definition of relevant work or activity
- The name of the organisation must be specified on the form. I.E. Squash Ireland or Provincial Organisation or Squash Ireland affiliated Club
- The consent box must be duly ticked
- The vetting subject must sign and date the form. A handwritten signature is required (digital signatures are not accepted)

The NVB 1 form must be submitted within 6 months of the date signed

The NVB 1 form must be fully completed, signed and dated prior to the submission of an application



Identity Document Schedule

This schedule lists the documentation that the Garda National Vetting Bureau (GNVB) will only accept when processing vetting applications.

Accepted Documentation Table

(Applicants Over 18)

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

Important note

All proof of identity documents and proof of address documents **must be seen in person and verified** prior to the applicant being entered onto Garda National Vetting Bureau (GNVB) Portal.



(Applicants Under 18)

Only in circumstances where an applicant under the age of 18 that does not have documentation outlined in the accepted documentation table will the following be accepted, **two documents must be submitted, one document must be the birth certificate**

Identification
Birth Certificate
Passport from a country of citizenship
Written statement by a school principal confirming attendance (on school letterhead)

Strict Adherence: Only the documents listed are acceptable.