

The following identification policy applies to all applications by teachers for vetting disclosures under the National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012 to 2016.

Two documents of identification, one item from **Group A** and one from **Group B** must be sent with your signed Vetting Invitation Form to the Teaching Council.

| <b>Group A<br/>Proof of Identity</b> | <b>AND</b> | <b>Group B<br/>Proof of Address<br/>(dated within the last 6 months)</b>  |
|--------------------------------------|------------|---|
| Current Driving Licence (preferred)  |            | Utility Bill – Gas / Electricity / Landline / Broadband                   |
| Current Passport (any nationality)   |            | <b>Mobile Phone, House, Car and Home insurance bills are not accepted</b> |
| Irish Public Services Card           |            | Bank/Credit Card statement  |
|                                      |            | College Registration correspondence                                       |
|                                      |            | Document received from a government agency containing address.            |

**Acceptable Documents**

1. Group A – Proof of Identity – Your forename and surname should correspond with your proof of ID. In the case of a change of name, a copy of a Marriage Certificate, Divorce/Separation Decree or Deed Poll must accompany your submitted proof of ID.
2. Group B – Proof of Address – all documents must be dated within 6 months of receipt by the Council.
3. Teaching Council correspondence cannot be accepted as third party proof of address.
4. A current driver’s licence cannot be accepted as proof of address.
5. Please ensure that all details such as name, date of birth and addresses are clearly visible on the copies submitted.
6. Your address must correspond with your submitted proof of address.

**Please do not submit original documents unless requested for verification purposes.**