

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.

Group A Proof of Identity	<b>AND</b>	Group B Proof of Address (dated within the last 6 months)
Current Driving Licence (preferred)		Utility Bill – Gas / Electricity / Landline / Broadband <b>Mobile Phone not accepted</b>
Current Passport (any nationality)		Bank/Credit Card statement
Irish Public Services Card		College Registration Correspondence
Birth Certificate		Document received from a government agency containing address

**1. Currently registered Teachers**

- ID documents are not required to be certified, providing the personal details submitted correspond with current registration details.
- Current registration details can be checked/edited/updated on the Teaching Council website through “My Registration” ([Registration Options - Teaching Council](#)).
- Personal details **must** be amended by the applicant prior to submitting the Vetting Invitation form.

**2. Applicants for Registration**

- **Both** proof of identity **and** proof of address must be **certified copies**.\*

**3. Acceptable Documents**

- All Group B documents must be dated within 6 months of receipt by the Council.
- Teaching Council correspondence cannot be accepted as third party proof of address.
- A current driver’s licence cannot be accepted as proof of address.
- Please ensure that all details such as name, date of birth and addresses are clearly visible on the copies submitted and correspond with your submitted ID.

**4. Proof of Name**

- A certified copy of a Marriage Certificate, Divorce/Separation Decree or Deed Poll is required as proof of surname that does not match the surname on the documents provided.

**\*CERTIFIED COPY POLICY**

The certification should consist of an endorsement on the copy of the original document which states that an appropriate person from the list below has sighted the original document and believes the copy to be a true copy of that document. The following individuals can certify a document:

- A registered teacher (signature, date and Irish Teaching Council registration number).
- A member of An Garda Síochána (Police) (signature, date stamp and number)
- A Solicitor / Commissioner for Oaths (signature, date and stamp /registration number)
- A Peace Commissioner (signature, date and name in block capitals)

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