

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 submitted with your online Vetting Invitation Form.

Group A Proof of Identity	Group B Proof of Address (dated within the last 6 months)	
Current Driving Licence (preferred)	<b>AND</b>	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.



## CHECKLIST

Please check that your application is completed correctly and enclose the appropriate documents.

### 1. Have you completed the NWB1 form in full?

- Have you completed the online Vetting Invitation form in full?

### 2. Have you provided the correct Identity Documents? One of the following:

- Current Driving Licence (Preferred)
- Current Passport (any nationality)
- Irish Public Services Card

**Proof of Name** – your forename and surname should correspond with your proof of identity. In the case of a change of name, a copy of a Marriage Certificate, Divorce/Separation Decree or Deed Poll must accompany your proof of identity.

### 3. Have you provided the correct Proof of Address documents? One of the following:

- Utility Bill – Gas / Electricity / Landline / Broadband – dated with 6 months.  
**Note:** Mobile Phone Bills are **not** accepted
- Bank / Credit Card statement – dated within 6 months.
- College Registration Correspondence (emails from colleges not accepted) – dated within 6 months.
- Document received from a government agency containing address – dated within 6 months.