**VETTING - PROVING IDENTITY**

**Information for Applicants**

In accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 University College Cork are required to verify the applicant’s identity in advance of initiating the vetting process.

You will be asked to produce **3 forms of identification**. Please use the documents listed below to verify your identification.

Please provide one document from each of the three groups **OR** provide one document from GROUP 1 and two documents from GROUP 2 to satisfy the vetting process.

**Group 1**

* Irish Driving Licence or Learner Permit (new credit card format)
* Irish Public Services Card issued by Dept. of Social Protection
* Current Passport (from country of citizenship)

**Group 2\* (Proof of Current Address)**

* Bank / Building Society/ Credit Union Statement
* Credit Card Statement
* Utility Bill e.g. gas, electricity, television, broadband (ROI) (Printed online bills are acceptable, mobile phone bills are not acceptable)
* Payslip (with home address) or P60, P45
* Letter from Employer Confirming Name and Address
* Employment ID (ID Card issued by Employer with name and address)
* Mortgage Statement
* Correspondence from (Educational institution/SUSI/CAO, insurance company regarding an active policy, bank/credit union/government body/state agency)

**\*All documentation must be less than 6 months old**

**Group 3**

* Original Birth Certificate /Adoption Certificate
* National Identity Card from EU/EEA Member States or Swiss Citizens
* Irish Certificate of Naturalisation
* Credit/Debit Cards/Passbooks (only one per institution)
* Irish Driving Licence or Learner Permit (unexpired old paper format)
* Garda National Immigration Bureau (GNIB) Card
* National Age Card (issued by An Garda Siochana)
* Free Travel Pass Card issued by Dept. of Social Protection
* Student Identity Card issued in the ROI by a recognized 3rd level institution
* Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
* Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
* Membership Card (club, union or trade, professional bodies, education institution)

**Children under 18 years (any one of the following documents to verify your identification)**

* Birth Certificate
* Passport
* Written statement by a School Principal confirming attendance at an educational institution on a letter head of that institution

**Recent arrival in Ireland (less than 6 weeks)**

* Passport

**Vetting Subject unable to produce relevant identification documentation**

* Affidavit witnessed by a Commissioner for Oaths

Please provide originals of the chosen documentation to your designated person along with the National Vetting Bureau Form.