

## Appendix 1

### The 100 Points Checklist

Kerry ETB utilises the 100 point personal identification system to meet Identity Validation Requirements. All applicants are required, under the Act, to provide documents to validate their identity and current address. The combined score must be 100 or greater. **Each applicant must provide at least one document in each of the two categories listed.**

<b>Name of Applicant:</b>		<b>Date of Birth:</b>	
<b>Name of School/Centre currently attending:</b>			
<b>STAFF: Role being vetted for (e.g. teacher, caretaker, etc.):</b>			
<b>STUDENT/TRAINEE – Name of Course being attended</b>			
<b>Category 1: Identification - Photo ID (at least one of the following required)</b>	<b>Score</b>	<b>Tick</b>	
Irish driving licence or learner permit (new credit card format)	80		
Irish Public Services Card	80		
Passport (from country of citizenship)	70		
Irish certificate of naturalisation	50		
Birth Certificate	50		
Garda National Immigration Bureau (GNIB) card	50		
National Identity Card for EU/EEA/Swiss citizens	50		
Irish driving licence or learner permit (old paper format)	40		
<b>Employment ID</b>			
ID card issued by Employer (with name and address)	35		
ID card issued by employer (name only)	25		
<b>Category 2: Proof of Current Address (at least one of the following required)</b>			
<i>Letter from Employer (within last two years) confirming name and address</i>	35		
P60, P45 or Payslip (with home address)	35		
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are <b>not</b> acceptable)	35		
Public services card/social services card/medical card	25		
With photograph	40		
Bank/Building Society/Credit Union statement	35		
Credit/Debit cards/passbooks (only one per institution)	25		
National Age Card (issued by An Garda Síochána)	25		
<b>Membership card</b>			
Club, Union or trade, professional bodies	25		
Educational institution	25		
<b>Correspondence</b>			
From an educational institution/SUSI/CAO	20		
From an insurance company regarding an active policy	20		
From a bank/credit union or government body or state agency	20		
<b>Children under 16 years (any one of the following)</b>			
Birth Certificate	100		
Passport	100		
Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	100		
<b>Recent arrival in Ireland (less than 6 weeks)</b>			
Passport	100		
<b>Vetting Subject is unable to achieve 100 points **</b>			
Affidavit witnessed by a Commissioner for Oaths	100		
<b>Total Points</b>			

Proof of <b>100 Point Check</b> Verified by:	<i>(HR/Principal/Head of Centre/Course Co-ordinator)</i>
<b>Date Verified:</b>	