

The 100 Points Checklist

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 – proof of Address and Photo ID to be included.

How to use this 100-point Checklist

Step 1. Vetting applicant to produce **ONE FORM OF PHOTOGRAPHIC IDENTIFICATION** listed from ‘Proof of Identity’ section below and present it to the Authorised Person

Step 2. Vetting applicant will produce **ONE FORM OF PROOF OF ADDRESS** listed in ‘Proof of Address’ identification section below and present it to the Authorised Person

Step 3. The Authorised Person who is verifying identity must check that Current Address details on the NVB1 form match the Proof of Address document the Vetting applicant has produced

Step 4. The Vetting Applicant’s Photo ID must be that of the person whom the Authorised Person has met and is in respect of the Vetting applicants completed NVB1

Step 5. The Authorised Person has scored documents presented by the vetting subject in the table below and has checked that the score adds up to 100 or more

Name of Applicant:		Date of Birth:	
Name of School/Centre currently attending:			
STAFF: Role being vetted for (e.g. teacher, caretaker, etc.):			
STUDENT/TRAINEE – Name of Course being attended			
Category 1: Identification - Photo ID (at least one of the following required)		Score	Tick
Irish driving licence or learner permit (new credit card format)		80	
Irish driving licence or learner permit (old paper format)		40	
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	
Membership card – Club, Union or trade, professional bodies – Educational Institution		25	
Employment ID			
ID card issued by Employer (with name and address)		35	
ID card issued by employer (name only)		25	
Category 2: Proof of Current Address (at least one of the following required)			
<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 not 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	
Correspondence		
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	
If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.		
Children under 16 years (any one of the following)		
Birth Certificate	100	
Passport	100	
Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
Passport	100	
Vetting Subject is unable to achieve 100 points **		
Affidavit witnessed by a Commissioner for Oaths	100	
Total Points		
Proof of 100 Point Check Verified by:	<i>(HR/Principal/Head of Centre/Course Co-ordinator)</i>	
Date Verified:		

Please Note:

- **Incomplete forms will not be accepted and will be returned to you.**

- **Your Garda Vetting online form will be sent to you via an email containing a link, following submission of your E-Vetting Invitation Form and supporting documentation to the Garda Vetting Office. Therefore, please ensure you check your email from time to time.**

Please Note: After a duration of 4 Weeks this link will expire and you will have to repeat this process.