

Diocese of Kildare and Leighlin Safeguarding Office



# Garda Vetting Form – Checklist

## **Details of Person Seeking Vetting**

### Forename:

	nam																
Surn	urname:																
Contact Telephone No:																	
Cont	act I	Emai	Add	lress	:						<u> </u>	<u> </u>	<u> </u>	<u> </u>		<u> </u>	

#### Role being vetted for:

									1
									1

#### School Name:

_										

Please confirm the following are attached to this checklist:						
Vetting Form: Has it been signed by the applicant and all relevant boxes	Yes/No					
ticked?						
Identification: Has ID been copied and attached?						
Address Verification: Has address verification been copied and attached?	Yes/No					
Proof of Identity and Confirmation of the Current Address is required before the vetting process can						
commence.						
For information on Identification please see '100 point checklist' attached.						

#### Please now forward to:

Br Camillus Regan, Liaison Person, 10 Hawthorn Drive, Tullow, Co Carlow

Information collected on this form will only be used for the purposes of processing the Vetting application.

trish driving license 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       Employment ID     70       • ID card issued by employer (with name and address)     35       • ID card issued by employer (name only)     25       Letter from employer (within last two years)     35       • Confirming name and address     35       PfoD, P45 or Payslip (with home address)     35       Vulity bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are actertable. Mobile phone bills are not acceptable)     35       Public 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 Siochana)     25       Membership card     25       • Club, union or trade, professional bodies     25       • Educational institution     25       <	Identification (100 Point Checklist) Copies of documents taken should score 100 or more.	Score	Tick
Passport (from country of citizenship)70Passport (from country of citizenship)70Irish certificate of naturalisation50Birth certificate50Birth certificate50Garda National Immigration Bureau (GNIB) card50National Identity Card for EU/EEA/Swiss citizens50Irish driving licence or learner permit (old paper format)40Employment ID10• ID card issued by employer (with name and address)35• ID card issued by employer (ame only)25Letter from employer (within last two years)35• Confirming name and address35960, P45 or Payslip (with home address)359760, P45 or Payslip (with home address)359825Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement359825National age card (issued by An Garda Siochana)2590- Club, union or trade, professional bodies25• CorrespondenceVith in tradition	Irish driving license or learner permit (new credit card format)	80	
Irish certificate of naturalisation50Birth certificate50Birth certificate50Garda National Immigration Bureau (GNIB) card50National Identity Card for EU/EEA/Swiss citizens50Irish driving licence or learner permit (old paper format)40Employment ID10• ID card issued by employer (with name and address)35• ID card issued by employer (name only)25Letter from employer (within last two years)35• Confirming name and address35P60, P45 or Payslip (with home address)35Vullity bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25	Irish Public Services Card	80	
Birth certificate50Birth certificate50Garda National Immigration Bureau (GNIB) card50National Identity Card for EU/EEA/Swiss citizens50Irish driving licence or learner permit (old paper format)40Employment ID40• ID card issued by employer (with name and address)35• ID card issued by employer (name only)25• Confirming name and address35• Confirming name and address)35P60, P45 or Payslip (with home address)35Villity bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable). Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25• Club, union or trade, professional bodies25• Club, union or trade, professional bodies25• Educational institution25• Educational institution25	Passport (from country of citizenship)	70	
Garda National Immigration Bureau (GNIB) card50Garda National Identity Card for EU/EEA/Swiss citizens50Irish driving licence or learner permit (old paper format)40Employment ID10• ID card issued by employer (with name and address)35• ID card issued by employer (name only)25Letter from employer (within last two years)35• Confirming name and address35960, P45 or Payslip (with home address)35Vullity bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card3525Credit/debit cards/passbooks (only one per institution)2535National age card (issued by An Garda Siochana)2525• Club, union or trade, professional bodies2525• Educational institution2525• Correspondence2525	Irish certificate of naturalisation	50	
National Identity Card for EU/EEA/Swiss citizens50National Identity Card for EU/EEA/Swiss citizens50Irish driving licence or learner permit (old paper format)40Employment ID1• ID card issued by employer (with name and address)35• ID card issued by employer (name only)25Letter from employer (within last two years)35• Confirming name and address35P60, P45 or Payslip (with home address)35Pf60, P45 or Payslip (with home address)35Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25Membership card25• Club, union or trade, professional bodies25• Club, union or trade, professional bodies25• Educational institution25• Club, union or trade, professional bodies25• Educational institution25• Correspondence10	Birth certificate	50	
Irish driving licence or learner permit (old paper format)40Irish driving licence or learner permit (old paper format)40Employment ID35I D card issued by employer (with name and address)35I D card issued by employer (name only)25Letter from employer (within last two years)35I C confirming name and address35P60, P45 or Payslip (with home address)35P60, P45 or Payslip (with home address)35Public services card/social services card/medical card25I With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25Membership card25I Club, union or trade, professional bodies25I Club, union or trade, professional bodies25I Correspondence10I Correspondence10	Garda National Immigration Bureau (GNIB) card	50	
Employment IDI• ID card issued by employer (with name and address)35• ID card issued by employer (name only)25Letter from employer (within last two years)35• Confirming name and address35P60, P45 or Payslip (with home address)35JUtility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25• Educational institution25• Correspondence16	National Identity Card for EU/EEA/Swiss citizens	50	
ID card issued by employer (with name and address)35ID card issued by employer (name only)25Letter from employer (within last two years)35I Confirming name and address35P60, P45 or Payslip (with home address)35P60, P45 or Payslip (with home address)35Ptility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25I with photograph40Bank/Building Society/Credit Union statement35National age card (issued by An Garda Siochana)25I with photograph25I with photograph25I with photograph25I with or trade, professional bodies25I with or trade, professional bodies25I with photograph25I with photograph25I with photograph25I with photograph25I with photograph25I with photograph with in trade, professional bodies25I with photograph with in trade, professional bodies25I with photograph with photograph25I with photograph with photograph with photograph25I with photograph with photograph with photograph with photograph with photograph with p	Irish driving licence or learner permit (old paper format)	40	
• ID card issued by employer (name only)25Letter from employer (within last two years)35• Confirming name and address35P60, P45 or Payslip (with home address)35Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25• Educational institution25• Correspondence16	Employment ID		
Letter from employer (within last two years)Lot• Confirming name and address35P60, P45 or Payslip (with home address)35P60, P45 or Payslip (with home address)35Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25• Educational institution25• CorrespondenceI	ID card issued by employer (with name and address)	35	
<ul> <li>Confirming name and address</li> <li>S5</li> <li>P60, P45 or Payslip (with home address)</li> <li>J5</li> <li>Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)</li> <li>Public services card/social services card/medical card</li> <li>With photograph</li> <li>With photograph</li> <li>S5</li> <li>Credit/debit cards/passbooks (only one per institution)</li> <li>S5</li> <li>National age card (issued by An Garda Siochana)</li> <li>Club, union or trade, professional bodies</li> <li>Educational institution</li> <li>Educational institution</li> <li>S5</li> <li>Correspondence</li> <li>Interpretation</li> </ul>		25	
P60, P45 or Payslip (with home address)35Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25CorrespondenceIt is in the institution			
Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)35Public services card/social services card/medical card25• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25• Club, union or trade, professional bodies25• Educational institution25Correspondence11	Confirming name and address	35	
Printed online bills are acceptable. Mobile phone bills are not acceptable)CorrespondencePublic services card/social services card/medical card25Public services card/social services card/medical card40• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25Membership card25• Club, union or trade, professional bodies25• Educational institution25	P60, P45 or Payslip (with home address)	35	
• With photograph40Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25Membership card-• Club, union or trade, professional bodies25• Educational institution25Correspondence-		35	
Bank/Building Society/Credit Union statement35Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25Membership card-• Club, union or trade, professional bodies25• Educational institution25Correspondence-	Public services card/social services card/medical card	25	
Credit/debit cards/passbooks (only one per institution)25National age card (issued by An Garda Siochana)25Membership card-• Club, union or trade, professional bodies25• Educational institution25Correspondence-	With photograph	40	
National age card (issued by An Garda Siochana)25Membership card1• Club, union or trade, professional bodies25• Educational institution25Correspondence1	Bank/Building Society/Credit Union statement	35	
Membership card       Image: Constraint of the second of the	Credit/debit cards/passbooks (only one per institution)	25	
<ul> <li>Club, union or trade, professional bodies</li> <li>Educational institution</li> <li>Correspondence</li> </ul>	National age card (issued by An Garda Siochana)	25	
• Educational institution 25 Correspondence	Membership card		
Correspondence	Club, union or trade, professional bodies	25	
	Educational institution	25	
From an educational institution/SUSI/CAO     20	Correspondence		
	From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy <b>20</b>	From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency <b>20</b>	From a bank/credit union or government body or state agency	20	