

DIOCESE OF KILDARE AND LEIGHLIN

GUIDELINES ON VALIDATING IDENTITY DOCUMENTS TO ACCOMPANY GARDA VETTING INVITATION APPLICATIONS

(July 2025)

This document serves as guidance for parishes and schools within the Diocese of Kildare and Leighlin to validate the identity of vetting subjects requiring vetting under the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016. It outlines the essential criteria that must be assessed for the identity document, proof of address document, and the NVB1 form to ensure compliance with the requirements.

1. NVB1 form validation

- Each section must be completed and be legible, i.e.: Name, address, Date of Birth, email address, contact number, role being vetted for, current address.
- The box in Section 2 MUST be ticked.
- The signature in Section 2 MUST be a handwritten signature (digital signatures are not acceptable).

2. Validation of documents identity & address Validation required by Garda National Vetting Bureau (GNVB):

The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation.

To ensure a thorough validation process, organisations must validate identity documents in person, and maintain an auditable process addressing the following:

- The validator must physically see the documents to confirm the vetting subject matches the documents.
- The following details must be recorded in the designated section of the NVB1 form:
 - Document type and reference number (e.g. Passport number)
 - The date of validation must be recorded.
 - The validator's name, position, and organisation must be clearly recorded and their name printed and signed

3. Proof of Identity documentation

To ascertain the legitimacy of an applicant's identity document, the following criteria must be examined:

Criteria for Assessment:

- The document being relied upon must be current and not expired.
- The identity document must be a valid form of identification (as per the Identity Document Schedule).
- The photograph on the original document must match the vetting subject and must be of high quality and clear.
- The name on the document must match the name provided on the NVB1 Form.
- The date of birth on the document must match the date provided on the NVB1 Form

All proof of identity documents and proof of address documents **must be seen in person and verified** prior to the application being entered onto GNVB portal.

The copy of the document produced must also be clear and legible for audit purposes

The proof of identity document must be deemed acceptable (as per the Identity Document Schedule).

4. Proof of address documentation

Organisations must validate that the vetting subject's proof of address is accurate and up-to-date. Criteria for Assessment:

- The document must be dated within six months of the date the applicant signed the consent.
- The address on the document must be the applicants current address and match the address provided on the NVB1 form
- The vetting applicants full name must be included on the proof of address document and the document must be on headed paper

The proof of address document must be deemed acceptable (as per the Identity Document Schedule)

5. Retention of Documents

GNVB require you to retain identity documents and consent forms

Purpose of Retention:

- Prevent, detect and investigate offences under the Act.
- Enable the GNVB to perform its functions.
- Ensure compliance with the vetting process.
- Assist in investigating breaches.

Data to be Retained:

- Retain original NVB1 form for the initial 6 month at a minimum.
- After the initial 6 month period a soft copy of the NVB1 form will suffice.
- Soft copies of proof of identity and proof of address documents

Retention Periods:

Please note the following retention periods are what is required by the Garda National Vetting Bureau, other oversight or government bodies may require you to retain documents longer.

- Active Individuals: Data retained for duration of engagement.
- Inactive Individuals: Data destroyed within 12 months of departure.

6. Identity Document Schedule

This schedule lists the documentation that the Garda National Vetting Bureau (GNVB) will accept when processing vetting applications.

Accepted Documentation Table:

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

(Applicants Under 18)

In circumstances where an applicant under the age of 18, does not have documentation outlined in the above accepted documentation table, the following will be accepted.

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable.