



PRIVATE AND CONFIDENTIAL

GARDA VETTING – IDENTITY VERIFICATION

In accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016, as from 29th April 2016 personal identification will be an important element of the new Garda Vetting Process. Such identification and its verification must be managed by An Coimisiun le Rinci Gaelacha. This will be the responsibility of named individuals, who will be officers of CLRG or Regional Councils.

All documents supporting the identification of an applicant for vetting disclosure must be produced to the Delegated Officer of An Coimisiun le Rinci Gaelacha, along with the Vetting Invitation Form NVB/1, which is for his / her information only. No reference numbers are to be entered onto the Vetting Invitation Form NVB/1

The Delegated Officer will examine the documents to ensure they are bona fide and are in every way applicable to, and of, the applicant before him or her.

The Delegated Officer will score these identification documents as presented, against the Measurement Table headed ***E-Vetting Verify Identity*** that has been supplied for this purpose. A minimum score of **100** is necessary to support the Application.

The Applicant must have photocopies of the documents he or she relies upon to achieve the score as mentioned, at the time he / she meets with the Delegated Officer. These will be initialled and dated by the Officer, and handed back to the Applicant for onwards submission along with the Vetting Invitation form to the CLRG Office in Dublin.

Once satisfied all the presented documentation is correct, the delegated officer must complete page 2 of [this letter](#) and also hand this back to the Applicant.

Note: The applicant should be in possession of a document, entitled *Guidelines for Completing Vetting Form*, which will assist him or her in completing the Vetting Invitation Form NVB/1, and this may of course be referred to in this process to ensure accuracy, as any error means that the application will not proceed and the forms returned.

Form NVB/1 is not part of this identification process as far as the Delegated Officer is concerned and no signature or other comment is to be made on it, whatsoever.



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NAME OF APPLICANT.....

DESCRIPTION OF DOCUMENTS PRESENTED:	SCORE
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1.....

2.....

3.....

4.....

5.....

(continue on separate page if more than 5 documents presented)

STATEMENT:

I (print name).....who currently holds the position ofof.....
**CLRG / Regional Council**, can confirm I have personally seen the original documents, as listed above at number (s)..... /
 /...../.....and state that these are the documents of the Applicant named above. I have signed and dated copies of these accordingly, and these are forwarded to the CLRG Vetting Officer in compliance with the directions of the National Vetting Bureau.

Signed.....

Date Identity Verification carried out.....