



An Garda Síochána

Ag Coinneáil Daoine Sábháilte - Keeping People Safe

Validation of Identity & Consent in accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016

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This guidance document serves as a framework for relevant organisations 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 (consent) form to ensure compliance with the requirements.

NVB1 form was moved to be the first part of the document

1. NVB1 form validation

The NVB1 form is crucial for the vetting process, and its accuracy must be thoroughly checked.

Criteria for Assessment: list was updated to follow the order of the NVB1 form

- The vetting subject's name, address, and date of birth must be correctly entered.
- The vetting subject's contact number and email address must be accurately provided.
- The role stated on the form must be clearly defined and must be within the definition of relevant work or activity.
- The name of the organisation must be specified on the form.
- The consent box must be duly ticked.
- The vetting subject must sign and date the form. A handwritten signature is required (digital signatures are not accepted)

The NVB1 form must be submitted within 6 months of the date signed

The NVB1 form must be fully completed, signed and dated **prior** to the submission of an application (for applicants residing outside the island of Ireland please refer to page 5).

2. Validation of documents identity & address

Validation required by 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 NVB1form:
 - 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
- If validation is initially online, it must be finalised with in-person verification prior to an application been entered onto the GNVB portal. An accountable and auditable process must be maintained (for applicants residing outside the island of Ireland please refer to page 5).
- Regular compliance checks and training must be conducted at organization and affiliate level.

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, except for applicants residing outside the island of Ireland. (For applicants residing outside the island of Ireland please refer to page 5).

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. Applicants who have a permanent residential address outside of the island of Ireland

Applicants residing outside the island of Ireland at the time of the application must:

- Hold an initial video meeting with the applicant, where the applicant will show their proof of identity and address documents.
- Scan and email a completed NVB1 form, along with selected proof of identity and address documents from the accepted list (See identity document schedule, documents must be from their country of residency).
- These scanned copies can be used to commence the vetting process.
- The address provided by the applicant must be their current residential address from the country they reside in and not their address where they will reside in Ireland.

Prior to commencement of relevant work/activity or on the first day of commencement, the applicant must present in person:

- The original NVB1 form
- All original identification documents that were previously scanned and submitted to commence the vetting process and the original NVB1 form.
- At this point the validation section on the NVB1 form must be completed by a representative of the organisation

The organisation must:

- Validate the original documents used to in person –
- Retain both:
 - The scanned copies originally submitted, and copies taken from the originals upon in-person presentation
 - Ensure that all copies are dated and validated in the relevant section
 - Keep these documents as part of the vetting application

6. 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.

7. Identity Document Schedule

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

Accepted Documentation Table:

(Applicants Over 18)

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 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.