**Proof of Identity and Proof of Address Checklist**

**Proof of Identity Documentation - Over 18 applicants**

**The documents listed are the only documents that the GNVB will accept when processing applicants.**

****

**Proof of Address Documentation**

* Must be dated within six months of the date the applicant signed the consent.
* Address must be the applicants current address and match address on the NVB1 Form.
* Full name must be included.
* Document must be on headed paper.

**Proof of Identity Documentation**

* Must be valid form of ID, current and not expired.
* Photograph must match the vetting subject and must be of high quality and clear.
* Name on the document must match the name on the NVB1 Form.
* Date of birth on the document must match the date provided on the NVB1 Form.

**Proof of Identity Documentation - Under 18 Applicants**

****

**Proof of Address Documentation**

* If the applicant does not have documentation outlined in the accepted documentation table, two documents must be submitted, one document must be the birth certificate.

**Applicants outside of the island of Ireland**

To commence the vetting process the applicant must scan and email a completed NVB1 form and proof of identity/address documents.

Prior to commencement of relevant work/activity the school must:

* Verify the original documents used in person and retain both.
* Take copies of ID and proof of address documents originally submitted.
* Date and verify.