**The 100 Points Checklist**

Donegal ETB utilises the 100 point personal identification system to meet Identity Validation Requirements. All applicants are required, under the Act, to provide documents to validate their identity and current address. The combined score must be 100 or greater. **Each applicant must provide at least one document in each of the two categories listed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  | **Date of Birth:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/Centre currently attending:** | |  | | |
| **STAFF: Role being vetted for (e.g. teacher, caretaker, etc.:** | |  | | |
| **STUDENT/TRAINEE – Name of Course being attended** | |  | | |
| **Category 1: Identification - Photo ID (at least one of the following required)** | | | **Score** | **Tick** | |
| Irish driving licence 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*** | | | | | |
| ID card issued by Employer (with name and address) | | | 35 |  | |
| ID card issued by employer (name only) | | | 25 |  | |
| **Category 2: Proof of Current Address (at least one of the following required)** | | | | | |
| *Letter from Employer (within last two years)* confirming name and address | | | 35 |  | |
| P60, P45 or Payslip (with home address) | | | 35 |  | |
| Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old.  Printed online bills are acceptable. Mobile phone bills are **not** acceptable) | | | 35 |  | |
| Public services card/social 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 Siochána) | | | 25 |  | |
| ***Membership card*** | | | | | |
| Club, Union or trade, professional bodies | | | 25 |  | |
| Educational institution | | | 25 |  | |
| ***Correspondence*** | | | | | |
| From an educational institution/SUSI/CAO | | | 20 |  | |
| From an insurance company regarding an active policy | | | 20 |  | |
| From a bank/credit union or government body or state agency | | | 20 |  | |
| **Children under 16 years (any one of the following)** | | | | | |
| Birth Certificate | | | 100 |  | |
| Passport | | | 100 |  | |
| Written statement by the Principal confirming attendance at educational institution on a letter head of that institution | | | 100 |  | |
| **Recent arrival in Ireland (less than 6 weeks)** | | | | | |
| Passport | | | 100 |  | |
| **Vetting Subject is unable to achieve 100 points \*\*** | | | | | |
| Affidavit witnessed by a Commissioner for Oaths | | | 100 |  | |
| **Total Points** | | |  |  | |
| Proof of **100 Point Check** Verified by: | *(****HR****/****Principal/Head of Centre/Course Co-ordinator)*** | | | | |
| **Date Verified:** |  | | | | |