



Providing Identification Documentation for the e-Vetting Process

The '100 point check' is a personal identification system recommended by An Garda Síochána to verify the identity, including the **date of birth and current address**, of vetting applicants. In order to be vetted, vetting applicants are required to present **one form of up-to-date photographic evidence along with evidence of name, date of birth and current address** to the Relevant Organisation (the university) – a minimum total of 100 points from the '100 point check' is required. All forms of identification documentation must be original or certified copies¹.

A Marriage Certificate, Divorce/Separation Decree or Deed Poll is required as proof of surname that does not match the surname on the documents provided. Proof of current address must be dated within the last six months. Please note that mobile phone bills are not accepted as proof of current address.

Examples of adequate identification would be to provide a current Irish Driving Licence (new credit card format) and a Utility Bill (issued within the last six months) or an Irish Public Services Card along with a Birth Certificate and a Financial Institution Statement.

If you have any queries regarding identification requirements, please contact the Staff Vetting Office by email at staffvetting@mu.ie or by telephone at 01 708 6841.

¹ The certified copy of the original document will include a statement that an appropriate person from the list below has sighted the original document and believes the copy to be a true copy of that document. The following individuals may certify a document:

- A member of An Garda Síochána (signature, date stamp and number)
- A Solicitor/Commissioner for Oaths (signature, date and stamp /registration number)
- A Peace Commissioner (signature, date and name in block capitals).

Identification	Points
Irish Driving Licence or Irish Learner Permit (new credit card format)	80
Irish Public Services Card	80
Current Passport (from country of citizenship)	70
Irish Certificate of Naturalization	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	
<ul style="list-style-type: none"> • ID card issued by employer (with name and address) 	35
<ul style="list-style-type: none"> • ID card issued by employer (name only) 	25
Letter from employer (within last two years)	
<ul style="list-style-type: none"> • Confirming name and address 	35
P60, P45 or Payslip (with home address)	35
Utility bill e.g. gas, electricity, television, broadband (Must be less than six months old. Printed online bills are acceptable. Mobile phone bills are not acceptable.)	35
Public Services Card/Social Services Card/Medical Card	25
<ul style="list-style-type: none"> • 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 Síochána)	25
Membership Card	
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25
<ul style="list-style-type: none"> • Educational institution 	25
Correspondence	
<ul style="list-style-type: none"> • From an educational institution/SUSI/CAO 	20
<ul style="list-style-type: none"> • From an insurance company regarding an active policy 	20
<ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	20

Children under 18 years (any one of the following)	
• Birth Certificate	100
• Passport	100
• Written statement by a 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 ² witnessed by a Commissioner for Oaths	100

² An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a '*jurat*' on the affidavit.