



Special Olympics Ireland Identity Validation Form ROI Residents

Special Olympics Ireland requires all applicants for vetting to have their identity validated by a witness (see list of witnesses on page 3) prior to submitting their vetting application to An Garda Síochána National Vetting Bureau. This is a **mandatory** part of the Special Olympics Ireland volunteer registration process and complies with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

If the applicant is 16 or 17 years of age the Parent/Guardian Consent Form on page 7 must be completed and returned with the Identity Validation Form

The applicant must return this Identity Validation Form together with COPIES of those ID documents examined by a witness – see pages 4 and 5 for list of documents) within 20 days of commencing the volunteer registration process to: **Special Olympics Ireland, National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15**

Please note **original** documents must be examined by a witness but **ONLY COPIES** of same must be sent to Special Olympics Ireland. Special Olympics Ireland will retain this form and copies of the documents for the period the applicant is a volunteer with the organisation. In the event the application is not successful these copies and ID validation will be destroyed.

WARNING: Knowingly providing false or misleading information or documents is an offence

APPLICANT DETAILS as they appear on the identification documents produced

Full Name (**BLOCK CAPITALS**):

Date of Birth: __ / __ / ____

Current Address (**BLOCK CAPITALS**):

.....

.....

Email Address

Eircode: ____ - ____

DECLARATION AND CONSENT OF APPLICANT

I have provided documentation to validate my identity as required *and*
I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4) (e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick the box

Applicant's Signature:

Date: __ / __ / ____

NOTE TO WITNESS:

The Applicant Declaration must be signed in the presence of a witness.
Do not sign the Certificate of Identity on page 2 unless satisfied as to the identity of the applicant

Applicant Name: _____

Certificate of Identity - WITNESS DETAILS

Signature of Garda:

Garda Name:

Garda Rank:

Garda Number:

Garda Station:

Phone number:

Station Stamp

Date: __ / __ / ____

ALTERNATIVE WITNESS:

Signature of Witness:

Name of Witness:
(BLOCK CAPITALS)

Profession:

.....

Professional Address:

Daytime Contact Number:

Witness Official Stamp OR Registration Number

Date: __ / __ / ____

LIST OF WITNESSES (any one of the following):

- Garda
- Medical doctor
- Lawyer
- Bank Manager/Assistant Bank Manager
- Elected Public Representative
- Notary Public/ Commissioner for Oaths
- Peace Commissioner
- School Principal/Vice Principal
- Chartered Accountant
- Teacher
- Dentist
- Vet
- Nurse
- Physiotherapist
- Credit Union Manager
- Pharmacist
- Chartered Engineer
- Designated Special Olympics Ireland staff members in Central and Regional offices

Documents required to validate the identity of the applicant

The applicant will be asked to produce documents to validate their identification. A list of acceptable documents from the National Vetting Bureau is contained in the table below. Each item on the list carries a score. The applicant must present documents, before a witness, totalling a minimum **score of 100**. The table must be ticked to confirm what documents were presented by the applicant. Originals must be presented to the witness and **only copies** of same must be sent to Special Olympics Ireland. **It is mandatory for all applicants over 18 to provide at least one form of photographic ID.** Please ensure you read through the list carefully.

Identification Document	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	
<u>Employment ID</u>		
<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	
<u>Letter from employer (within last two years)</u>		
<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 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	
<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 Siochana)	25	
<u>Membership card</u>		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> • Educational institution 	25	
<u>Correspondence</u>		
<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	
<u>Children under 18 years (any one of the following)</u>		
<ul style="list-style-type: none"> Birth Certificate 	100	
<ul style="list-style-type: none"> Passport 	100	
<ul style="list-style-type: none"> Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution 	100	
<u>Recent arrival in Ireland (less than 6 weeks)</u>		
<ul style="list-style-type: none"> Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		

**THE FOLLOWING NVB3 PARENT/
GUARDIAN CONSENT FORM MUST BE
COMPLETED FOR
16 OR 17 YEAR OLD APPLICANTS AND
RETURNED TO SPECIAL OLYMPICS
IRELAND WITH THE IDENTITY
VALIDATION FORM**

Please read this CHECKLIST to ensure your form is completed correctly:

- PAGE 1 Applicant Details Must be completed by you in full
- PAGE 1 Declaration and Consent of Applicant must be signed /dated /box ticked by you
- PAGE 2 Witness Details section must be completed by the witness: signed / dated / stamped where applicable
- PAGE 3 Please see the List of Witnesses
- PAGE 4 & 5 Lists the documents you can produce so that the witness can validate your identity. Please note the witness must examine the original documents. These documents must total a minimum score of 100
- PAGE 7 Only applies if you are 16 or 17 years old. The NVB3 Parent/Guardian Consent Form must be completed and signed and dated by your parent or Guardian
- You **must** return this **Identity Validation Form** together with **COPIES** of the **ID documents** within **20 days** of commencing the volunteer registration process to the below address. Special Olympics Ireland will retain this form and copies of the documents for the period the applicant is a volunteer with the organisation. In the event the application is not successful these copies and ID validation will be destroyed.

RETURN TO:

**Special Olympics Ireland
National Sports Campus
Snugborough Road
Blanchardstown
Dublin 15**