



Special Olympics Ireland Identity Validation Form ROI Residents

Due to National Vetting Bureau changes coming into effect this form cannot be used after November 3rd 2025

Special Olympics Ireland requires all applicants for vetting to have their identity validated prior to submitting their vetting application online 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.

Once completed and witnessed (either by a Garda or an alternative witness listed on page 3) please save a photo/scan of the form. Please also save photographs/scans of your identity documents (totalling 100 points or more). (see pages 4 and 5 for list of documents). Please access our membership system and upload your form and copies of your identity documents during your membership journey. You received an email from us which contained a link to the system.

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.

Please note **original identity** documents must be examined by a witness. Copies of same must be uploaded to your volunteer profile on our membership system. 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: __ / __ / ____

(If Under 18 years, your parent/guardian is required to complete the NVB 3 form on page 7 & it must accompany this ID validation form and copies of your identity documents)

Current Address (**BLOCK CAPITALS**):

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.....

Phone Number

Email Address

Eircode: ____ - ____

Role Vetted for: **Special Olympics Volunteer**

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:

YOU ONLY NEED YOUR ID WITNESSED BY
ONE WITNESS **EITHER** ABOVE OR BELOW

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

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 upload these documents as part of the online application process** totalling a minimum **score of 100**. The table must be ticked to confirm what documents were presented by the applicant. **AT LEAST ONE DOCUMENT MUST SHOW YOUR CURRENT ADDRESS. 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.

Please note we cannot accept a Public Services Card as proof of identity.

Identification Document	Score	Tick
Irish driving licence or learner permit (new credit card format)	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>		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
<u>Letter from employer (within last two years)</u>		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
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 Síochána)	25	
<u>Membership card</u>		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
<u>Correspondence</u>		
• 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	
<u>Children under 18 years (any one of the following)</u>		
• Birth Certificate	100	
• Passport	100	
• Written statement by 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>		
• Passport	100	
Vetting Subject is unable to achieve 100 points**		
• 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**

NATIONAL VETTING BUREAU

Applicant Details

Parent/Guardian Details

Parent/Guardian Consent

Parent/Guardian Signature: _____ Date:

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

- ☐ Print PAGE 1 and PAGE 2.
- ☐ PAGE 1 Applicant Details Must be completed by you in full.
- ☐ PAGE 1 Declaration and Consent of Applicant must be signed (signature cannot be typed) /dated /box ticked by you.
- ☐ PAGE 4 & 5 Lists the documents to validate your identity. These documents must total a minimum score of 100 **AND AT LEAST ONE MUST SHOW YOUR CURRENT ADDRESS.**
- ☐ PAGE 2 Certificate of Identity Witness Details must have your name on it and witness section completed by ONE witness only.
- ☐ 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 and uploaded as part of the online application process.
- ☐ Please upload **all relevant pages** of this **Identity Validation Form** together with copies of your **identity documents to your volunteer profile** within 20 days of commencing the volunteer registration process.
- ☐ 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.

Thank you.