

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 Guidelines

The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

As part of the vetting process Barretstown has to verify your identity before we can submit a form for vetting. There are two ways you can do this. Once we have all documentation an invitation to the e-vetting website will then be sent to your email address.

Option 1

Supply certified copies of original documentation to Barretstown with your application form.

Your original documentation can be certified at your local police station or by a solicitor or commissioner of Oaths. The documentation acceptable is listed below. Each piece of documentation has an assigned number of points. You must supply enough documentation that adds up to 100 points or more.

Please see an enclosed letter to bring with you to explain the process. This will need to be signed and stamped by the official that has verified your identity. They must also stamp the photocopies of your documentation. Please send these documents back with your application form.

Option 2

Supply **original** documentation to Barretstown with your application and we will then return this to you in a timely manner.

The documentation acceptable is listed below. Each piece of documentation has an assigned number of points. You must supply enough documentation that adds up to 100 points or more.

Identification	Points
Driving License or Learner Permit	80
Public Services Card	80
Passport	70
Birth Certificate	50
National Identity Card for EU/EEA/Swiss Citizens	50
Employment ID Card issued by employer (with name and address)	35
Employment ID Card issued by employer (name only)	25
Letter from employer confirming name and address	35
Payslip, P60,P45 (with home address)	35
Utility Bill e.g Gas, Electricity. Printed online bills acceptable. (Mobile phones are not acceptable)	35
Public services card/social services card/medical card	25
- With photo	40
Bank/Building Society/Credit Union Statement	35
Credit/Debit/Passbook (one per institution)	25
Membership Card (Club, Union, Education, Professional Body)	25
Correspondence from Educational Institute, Insurance Company, Bank, Credit Union or Government Body	20

Please post completed form and certified documentation to Andrea Smyth, Barretstown, Ballymore Eustace Co. Kildare, Ireland with your application form



Barretstown offers free, specially designed camps and programmes for children and their families living with a serious illness.

As part of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 all volunteers and staff must now provide proof of identity in order to be vetted under this new legislation. We have been advised that our applicants can get this done at their local police station, through a solicitor or commissioner of the oaths. We would be very grateful if you could complete the section below verifying identity.

VERIFICATION

(NB please stamp photocopies of documentation verified, as these must be submitted to Barretstown)

I can confirm that I have verified the authenticity of:

Signature of official who witnessed documentation:

Date Verified:

Stamp: