

Guidelines for 100 Point Check

Issued 1st June 2016

Note:-

Minor changes may be required as we implement administrative processes.

Introduction

In January 2013 the Government passed the “National Vetting Bureau (Children and Vulnerable Persons) Bill 2012”. This legislation makes it an offence under the act to knowingly employ / deploy someone to work with children or vulnerable adults who has not been Garda vetted.

The Irish Sailing Association received confirmation that commencement orders for the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 had been signed. The Act was commenced on the 29th April 2016.

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.

An organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation received a vetting disclosure from the National Vetting Bureau in respect of that person.

The National Vetting Bureau has set up a “[Frequently Asked Questions](#)” section on their website.

The information below indicates the ISA’s policy with respect to Garda Vetting and our provision of vetting services to our affiliated organisations.

Garda Vetting (vetting) is available through the ISA. The aim is to assist in the recruitment of suitable candidates to positions within the ISA and our affiliated Clubs, Class Associations and Training Centres. The system has been structured in order to;

- Protect children and vulnerable persons.
- Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable for the position.
- Protect the rights of the candidates.
- Protect ISA affiliated organisations.

Who is a Designated Person?

Designated Person: The ISA recommend our affiliated Clubs, Class Associations and Training Centres appoint one of the following in their organisation as the Designated Person;-

ISA Vetting Liaison Officer, Centre Principal, Training Centre Manager, Commodore, Vice-Commodore, Club Secretary, Junior Organiser.

ISA Designated Persons: ISA Instructor Trainers and ISA Staff Members.

Designated Persons cannot sign on behalf of their spouses.

Role of Designated Person: To authenticate the documentation received and verify that the forms presented belong to the person applying for Garda Vetting.

The Designated Person should only sign the form if confident that the information verifies the identification of the person and meets the **100 point** check.

What is the 100 Point check?

The **100 point** check is a personal identification system developed to support organisations in verifying identity including date of birth and current address of those applying to be Garda Vetted as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person.

At least one form of photographic evidence and one separate proof of current residential address must be gathered.

Identification may be confirmed with sight of the **Original** of **ONE** of the following:

- Irish Driving Licence or Learner Permit (new credit card format) 80 points;
OR (**Cannot be both**)
- Passport (from country of citizenship) 70 points.

AND

- Utility bill (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable) 35 points;
OR
- Birth Certificate 50 points;
OR
- National age card (issued by An Garda Síochána) 25 points;
OR
- Written statement by a principal confirming attendance at educational institution on a letter head of that institution 20 points (persons aged 16 & 17 years).

Photocopies of the documents seen **must** be attached to the Proof of Identity Form.

A full list of alternative acceptable forms of identity and the points they carry is available on the [National Vetting Bureau's Website](#).

See next 2 pages for full listing from An Garda Síochána as of 1st June 2016.

Originals / Photocopies

The Designated Person must see the **original** of each of the documents being presented.

Photocopies of the documents seen **must** be attached to the Proof of Identity Form.

Frequently Asked Questions

Verification of Identity

Disclosures and Disputes

eVetting

- **How will Relevant Organisations verify the identity of a person?**

The **100 point check** is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	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		
<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 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 Síochána)	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 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 witnessed by a Commissioner for Oaths	100	
TOTAL		

*This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service.

**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.