

Proof of Identity and Proof of Address Guide

Why do we need to confirm your identity?

In order to ensure fair and consistent assessment in place and in order that we have mechanisms in place to safeguard against malpractice.

When do we need to confirm your identity?

If we don't already have proof of your identity, we may require it on a number of occasions, including but not limited to:

- When you are about to register for a training event
- When you are about to take an assessment

What can you use to confirm your identity?

There are a number of documents you can use to confirm your identity and address which are listed below. The name on your photo ID must match the name on your proof of address.

Proof of Identity (Photo ID)

Documents we can accept

✓ **Passport** ✓ **Irish Driving Licence/Driving Permit (Full or Provisional)** ✓ **National ID Card (E.U.)**

These documents must be current (i.e. unexpired) and any copy or image should have clearly legible:

• Photo • Name • Date of Birth • Number • Expiry Date

Documents we cannot accept

- | | |
|---|---|
| ✗ Marriage, Birth or Baptismal certificate | ✗ Certificate of Registration (issued by Garda National Immigration Bureau) |
| ✗ Employer ID Card, including semi-state bodies | ✗ Temporary Residency Card |
| ✗ Garda Age Card | ✗ Travel Visa |

Proof of Address

Original or electronic documents. E-statements must include logo of regulated institution

Dated within the last 6 months

- ✓ **Household utility bill (eg: gas, electricity, refuse waste, home broadband, home phone)**
- ✓ **Financial institution statement from a regulated bank (bank statement or credit card statement)**
- ✓ **Naturalisation and Immigration Service Letter confirming legal status**
- ✓ **Property tax letter**

Dated within the last 12 months

- ✓ **Insurance certificate or renewal document (Home insurance/ Motor insurance / Health insurance)**
- ✓ **Revenue Commissioners documents (P45, tax credits, pin verification and Vehicle Registration/log book, excludes P60)**
- ✓ **Department of Social Welfare letters (letters relating to social welfare claim, benefit or pension)**

Documents we cannot accept

- | | | |
|----------------------------|---|---|
| ✗ Mobile phone bill | ✗ PPSN Letter | ✗ Any document stamped "not to be used for ID purposes" or "not to be used for any other public service" |
| ✗ P60 | ✗ Public Services Card | |
| ✗ Pay Slip | ✗ Letters entitled "c/o address" | |

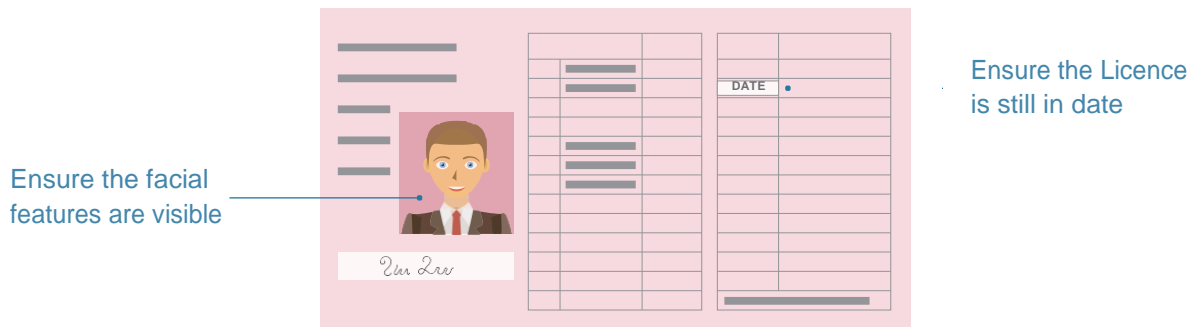
Please note - you may **NOT** use the same document as both Proof of Identity and Proof of Address.

How can we help?

If you have any questions on these or any other requirements, please contact us at **0449349400***

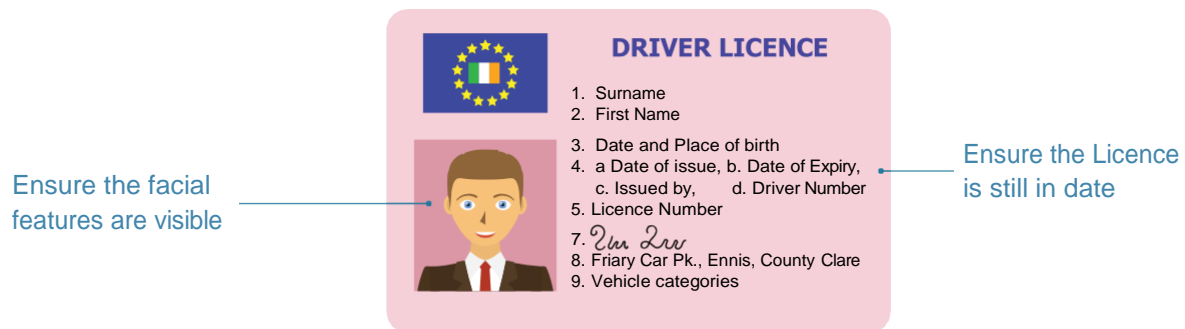
To help you get your proof of identity and address to us, here are some tips on the most common documents used by our customers. The full list of documents you can use for proof of identity and address can be found overleaf.

Long-Form Driving Licence



Please ensure the licence is **unfolded** and all information, including the **expiry date**, are visible.

Credit Card Sized Driving Licence



Please ensure **all** information, including the **expiry date**, are visible.

Irish Passport



Please ensure **all** information, including the **expiry date**, are visible.



Proof of Address

- Please ensure the proof of address is in date, in line with the guidelines overleaf
- Ensure your full name, address, statement date and account/reference number are all visible