

Standard Acceptable Documentation for CDD – In Office & Online

Acceptable Proof of ID (must be valid for 2 months after receipt date)	Unacceptable Proof of ID
Passport	<i>Student Card/Work ID Card</i>
EU Drivers Licence	<i>Public Services Card</i>
UK/NI Drivers Licence	<i>International Drivers Licence</i>
National Identity Card from EU/EEA countries	<i>Medical Card / European Health Card</i>
** Irish Residency Permit IRP (formally GNIB) card	<i>Gardai Age Card ML10 form</i>
	<i>Travel Visa Gym Club Membership Card Any non - photo ID card</i>

**** These are exceptional requests please see exceptional circumstance for clarification when they can be accepted.**

Acceptable Proof of Address <i>An invoice date must be on the document (Dated within the last 6 mths)</i>	Unacceptable Proof of Address
Household Utility Bill (e.g., Electricity/Gas/Water/Phone/ Refuse/Mobile Bill Pay/Renewal TV Licence Letter)	<ul style="list-style-type: none"> <i>Motor Tax letter or Motor Tax Online request</i> <i>TV licence</i> <i>Mobile pay as you go</i>
Bank/Credit Card Statement	<i>Sligo Credit Union Statement** Revolut Statement</i>
Revenue Document	<i>Pay slip/P.60/P.45</i>
Dept of Social Protection Letter	
Insurance Policy Letter (car/house/health)	<i>Car or House Insurance Certificate</i>
Local Authority Letter/HSE/Saolta/Medical Appointment Letters (Typed address)	
Printed correspondence from legal or financial representatives	<i>Catalogue Statements incl. delivery letters or supermarket customer letters or offers.</i>
Letter from any government departments/agencies or semi state body (See attached list)	

****POA for 16+- 18. For a [Current Account application](#), an existing member moving from minor to adult account. Whereby may not have independent proof of address.**

Standard Acceptable Documentation for CDD – In Office & Online

If a minor does not have independent proof of address in their own name, we will on exceptional basis, send a letter out to that minor to confirm their address. This letter will be a standard letter and the member must sign this and bring this into us to process their application. We accept this as a valid proof of their address once we have confirmed and matched signatures and other documentation.

GOVERNMENT AGENCIES	SEMI- STATE BODIES
Companies Registration Office	Bord Bia (Irish Food Board)
Office of the Director of Corporate Enforcement	Teagasc (Agriculture and Food Development Authority)
Environmental Protection Agency	Udaras na Gaeltachta
SOLAS (The Further Education & Training Authority)	Shannon Group
Health & Safety Authority	Failte Ireland
Data Protection Commissioner	IDA Ireland
Company Law Review Group	Enterprise Ireland
Patents Office	National Standards Authority of Ireland
Central Statistics Office	Irish Maritime Development Office
Western Development Commission	
Skillnets	
Workplace Relations Commission	
The Digital Hub	
The Private Security Authority	

GOVERNMENT DEPARTMENTS	
Department of Agriculture, Food and the Marine	Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs
Office of the Attorney General	Department of Children and Youth Affairs
Department of Communications, Climate Action and Environment	Department of Defence
Department of Jobs, Enterprise, and Innovation	Department of the Housing, Planning, Community and Local Government
Department of Finance	Department of Foreign Affairs and Trade

Standard Acceptable Documentation for CDD – In Office & Online

Department of Health	Department of Justice and Equality
Department of Social Protection	Department of the Taoiseach
Office of the Revenue Commissioners	Department of Education and Skills
Department of Public Expenditure and Reform	Department of Transport, Tourism and Sport

- 1. For all minor members; Under 16yrs Minors only -**
- 2. Will only be acceptable if presented in office, not accepted for any online activity/transactions/correspondence**

Proof of Identity	As member is minor and parent/guardian is the trustee of the account we also require the following
Passport of Child Birth Cert of Child <i>(If using Birth Cert to identify child)</i>	Parents Passport/Drivers Licence & proof of Address If legal guardian; proof of guardianship or adoption Parent opening account- using the birth cert - must be named on the birth cert.
Address:	Parent address is sufficient for the minor account; unless the child has independent proof of address.

Standard Acceptable Documentation for CDD – In Office & Online

3. Additional Exceptional Cases CDD –

Some members of our community may not have standard documentation available to them. In exceptional circumstances, in our absolute discretion and so as to prevent financial exclusion, we may consider exceptions to the standard documentation outlined in this document.

Please contact us for further information and we can determine whether a particular case meets our exceptional requirements and if so we can advise what alternative documentation we require in each individual case presented.