



## Document Checklist for New Members

Please use ID-Pal to upload your ID, proof of address & PPS number.  
Install the ID-Pal app on your smartphone by:

Scanning the QR code  or visiting this page on our website: [www.straphaelscu.ie/join](http://www.straphaelscu.ie/join)

PLEASE ENSURE YOU HAVE INCLUDED 1 DOCUMENT FROM **EACH** OF THE LISTS BELOW



### Proof of ID - must be within date

- Passport or Passport Card
- Current valid driving licence (ROI/NI/UK)
- Garda ID Form (ML10 Form - must contain photo)
- Birth Certificate - minors only



### Proof of Address - dated within 6 months unless otherwise stated

- Driving Licence (cannot be used if already used as proof of ID)
- Government Letter - P45, Tax Credit Cert, PPSN letter for minors, letter from Revenue or Dept. of Social Protection (within 12 months)
- Utility Bill - gas, electricity, land-line phone, monthly bill-pay mobile phone, cable TV, broadband
- Bank or Credit Card Statements - e-statement accepted where name and address are included
- Credit Union Statement - St. Raphael's Statement not accepted
- Mortgage Statement (issued within 12 months)
- College/University letter confirming address for current school year
- TV Licence (issued within 12 months)
- Car/House Insurance Cert. or correspondence regarding active policy (within 12 months)
- Garda Pension Payslip (copy of both sides)



### Proof of PPS Number

- Letter containing PPSN from Revenue or The Department of Social Protection e.g. P60, P45, P21, Tax Balancing Statement, Tax Assessment, Notice of Tax Credits
- Payslip with PPSN
- Medical Card, Drug Payment Scheme card
- European Health Insurance card
- Child benefit award letter/book
- Pension book

### Minor Accounts

- Full photographic ID and proof of address are required for the parent/guardian/signatory(s) authorised to act on a minor's account before the account can be opened.
- The authorised signatory must be a member of the Credit Union.
- We require proof of address in the minor's own name once they have reached the age of 16.

### Important

- Bills or statements must be dated within 6 months of application, insurance and mortgage statements must be within 12 months.
- The public services card **cannot** be accepted.
- Documents provided must be clear copies with all four corners visible.
- New members require originals or certified copies unless using ID-Pal (please see link above). Existing members may use photocopies.
- Broker letters are not accepted.