

### Checklist items –

- The declarant's signature must be in wet ink
- Official ID documentation presented to the person (witness) taking the declaration must be shown to that person and details of the document produced must be noted in this form
- The name of the declarant and witness must be in type
- The Date of Birth format must be dd/mm/yyyy
- Ensure the name on the portal matches the name on the VIF
- Additional material is accepted but must be translated to English or Irish

Please complete using black typescript or BOLD CAPITALS, referring to explanatory notes

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## PART A

*(to be completed and declaration to be made under either Part B or Part C)*

*Where the declaration is being sworn in Ireland and in person, Part B should be completed. Where the declaration is sworn outside of Ireland, or if the witness is in Ireland and the declarant outside the state, Part C should be completed instead by a notary public.*

Person whose identity is to be verified.

*(All data supplied must be in blockscript or type written).*

1. First Name(s)

2. Last Name(s)

3. Date of Birth    Day (DD) / Month (MM) / Year (YYYY)  
                          /                    /

4. Nationality

5. Residential Address

6. Declarant email address

7. Do you have an Irish Personal Public Service Number (PPSN) assigned to you?

Yes\*

No

## PART B

(to be completed where the declaration is made in the State)

**I do solemnly and sincerely declare that the information stated in Part A is correct and I make this declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.**

Signature of Declarant (*Director and/or beneficial owner*)

Declared before me (*name of witness*)

Notary Public

Peace Commissioner

Commissioner for Oaths

Person authorised by

insert authorising statutory provision

to take and receive statutory declarations

Practising solicitors are authorised under section 72 Solicitors (Amendment) Act 1994 to take declarations

**By Declarant's name in bold capitals or typescript**

who is personally known to me

Or

who is identified to me by

who is personally known to me

**and** whose identity has been established to me before the taking of this Declaration by the production to me of:

Passport no. issued on

by the authorities of

which is an authority recognised by the Irish Government

Or National identity card no. issued on

by the authorities of

which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement

Or Other official document (Reference no.) Description:

**At Place where swearing took place**

This day \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**Signature of witness**

Insert signature here

Stamp of official witness

**Email address of the witness** (for integrity checks)

## PART C

If this form is being witnessed outside Ireland or online in Ireland (with the witness in the State and the declarant outside the State), it must be verified and stamped by a Notary Public.

Was this form witnessed online?      Yes      No

**I do solemnly and sincerely declare that the information stated in Part A is correct and I make this declaration conscientiously believing the same to be true.**

Signature of Declarant (*Director and/or beneficial owner*)

Declared before me (*name of witness*)

Notary public

**By** *Declarant's name in bold capitals or typescript*

who is personally known to me

Or

who is identified to me by

who is personally known to me

**and** whose identity has been established to me before the taking of this Declaration by the production to me of:

Description of document

Reference No.

**At** *Place where swearing took place*

This day \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**Signature of Notary Public**

Insert signature here

Stamp of Notary Public

**Email address of Notary Public** (for integrity checks)

Data Protection Statement

The Companies Registration Office (CRO) is the central repository of public statutory information on Irish companies and business names. The CRO operates under the aegis of the Department of Enterprise, Tourism and Employment. Customers are required to provide personal data to register Irish companies and business names. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at: Privacy Statement - CRO or in hard copy.