



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be required. Applicant must be at least 16 years of age at time of application.

Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant must provide their Parent/Guardian Email address on this form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for you contact number.

The Current Address means the address you are now living at.

The Address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated, e.g. Underage Coach / Chairperson for Schoolboy Club / Under 16's Manager. Generic terms such as "Volunteer" will not suffice.

Name of Organisation

The applicant should provide the name of the Club, League, National Body and/or Provincial Association in the "Name of Organisation" field.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.



Garda Vetting ID Validation Form

Child Welfare, Football Association of Ireland, National Sports Campus, Abbotstown, Dublin 15

Page 1

FAI Proof of Identification for Garda Vetting

Before we can process your Garda Vetting Invitation Form, it is a Garda Vetting requirement that you complete an Identification Check. This form **MUST** be signed by an Authorised person in Section 2. This form along with **COPIES OF YOUR ID** and your fully completed Garda Vetting Invitation Form should be sent to Child Welfare in the Football Association of Ireland.

Section 1 (to be completed by Applicant) **ALL FIELDS ARE MANDATORY - FORM WILL BE RETURNED IF INCOMPLETE**

Identification Details (to be verified by an Authorised Person)

Full Name: _____

Current Address: _____

Date of Birth: _____

Email: _____ **Phone No:** _____

Club: _____

League: _____

National Body and/or Provincial Association: _____

Section 2 (to be signed by an Authorised Person)

I have checked the identity of the applicant in the attached Garda Vetting Invitation Form against the original documents provided by the applicant to me. I have marked these on page 2 and I confirm that this is the person applying for Garda Vetting. I have informed the applicant that this information will be passed to the FAI and they have agreed to share their personal information with the FAI and appropriate, relevant organisations.

Name: _____

Signed: _____

Role (See section 3): _____

Club (if applicable): _____

League (if applicable): _____

National Body (if applicable): _____

Provincial Association (if applicable): _____

Section 3 (gather your original documents to a minimum value of 100 points, see list overleaf)

The following Authorised Persons may verify applicant's identification and sign this form:

- Chairman (Designated Child Welfare Officer)
- Children's Officer (Designated Liaison Officer)
- Secretary
- FAI Staff
- If not a member of the FAI, the Authorised person may be one of the following: Garda | School Principal | Doctor | Solicitor | Barrister | Commissioner for Oaths

ORIGINAL ID PROOFING MUST BE VERIFIED, IN PERSON, BY AN AUTHORISED PERSON

WARNING: It is an offence to knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

List of Acceptable Documents (100 points minimum required)

Identification Document	Points	Please Tick
Irish Driving Licence	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		
▪ ID card issued by Employer (with name and address)	35	
▪ ID card issued by Employer (name only)	25	
Letter from Employer (within last two years)		
▪ 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	
▪ 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 18 YEARS (16+) (any one of the following)		
Passport (from country of citizenship)	100	
Birth Certificate (copy)	100	
Written statement by the 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 POINTS		



Terms of Use

The FAI shall keep a secure central database of all vetting applications in accordance with data protection legislation for the duration of the individual's Garda Vetting acceptance. Vetting information shall be passed to Affiliated Members seeking information on applicants where the applicant has indicated their consent to such information being disclosed. Affiliated Members shall not engage any person to work with children without such information being provided either by way of production of a FAI letter confirming the vetting status of an individual.

Terms & Conditions

The FAI is registered in the register of relevant Organisations with the Garda Central Vetting Unit for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish the FAI with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be. Garda vetting must be completed prior to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a Statutory requirement under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. The Act creates offences and penalties for persons who fail to comply with its provisions. Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with Children or Vulnerable Persons.

The FAI recommends that Affiliated Members do not solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.

FAI Vetting Obligations

- (a) All those engaging with persons under the age of 18 and Vulnerable Persons shall be Garda Vetted.
- (b) All Children's Officers, Designated Liaison Person, Chairpersons and Secretaries of each Affiliated Member involved with teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted.
- (c) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted
- (d) Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of the FAI or an Affiliated Member shall be Garda Vetted. It is the responsibility of the football body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.
- (e) Failure to ensure that persons are vetted in accordance with the Policy, FAI Rules and/or legislation may result in disciplinary action against the individual and/or Affiliated Member and may also constitute a legal offence under relevant legislation.
- (f) Affiliated Members shall not accept confirmation of the Garda vetting status of any individual prior to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, League and Provincial Association who engage individuals to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual. No letter other than that issued by the FAI can be accepted.

Vetting Applications

- (a) The FAI shall provide a Garda vetting service to all Members in line with the Service Level Agreement. Applications for vetting may be made by contacting the Children's Officer of the relevant football body or the person responsible for the vetting application with the relevant football body or directly through the FAI.
- (b) The FAI shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with the Policy.
- (c) All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete and up to date. Providing false or incorrect information also carries penalties and is detailed clearly within the National Vetting Bureau Act 2012 to 2016
- (d) All matters disclosed as part of the Garda vetting application shall remain confidential to FAI authorised personnel, the applicant, the Child Welfare and Safeguarding Committee Members and Statutory Authorities, and stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant football personnel in accordance with the Policy.