

## APPLICANT – VETTING INSTRUCTIONS

| <b>STEP 1</b>                           | <p><b>Applicant</b></p> <ol style="list-style-type: none"> <li><b>NVB1 Vetting Invitation Form:</b> <a href="#">NVB1 Vetting Invitation Form</a> prints a blank form from website/ downloads prefilled form from their Foireann account</li> <li>Fills form out clearly</li> <li>Includes the role they are applying for from specified list – <a href="#">Role Rationale for Vetting</a></li> <li>Ticks the disclosures box giving consent to vetting</li> <li>Handwritten signature – no digital or docusign accepted by Garda NVB</li> </ol>   |             |   |                                    |   |          |                                 |   |                                |                                     |  |
|---|---|-------------|---|------------------------------------|---|----------|---------------------------------|---|--------------------------------|-------------------------------------|--|
| <b>STEP 2</b>                           | <p>Applicant arranges to meet with the Club Children's Officer, bringing with them a form of ID and proof of address.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Relevant ID</th><th style="text-align: left;">Relevant proof of address (within 6 months of issue):</th></tr> </thead> <tbody> <tr> <td>Drivers license (credit card type)</td><td>Bank statement (not Revolut or a debt agency)</td></tr> <tr> <td>Passport</td><td>Utility bill (not mobile phone)</td></tr> <tr> <td>National Identity Card (EU, EEA, Swiss)</td><td>Government Dept correspondence</td></tr> <tr> <td>Irish Certificate of Naturalisation</td><td>Letter of residency from Local Council</td></tr> </tbody> </table>  | Relevant ID | Relevant proof of address (within 6 months of issue): | Drivers license (credit card type) | Bank statement (not Revolut or a debt agency) | Passport | Utility bill (not mobile phone) | National Identity Card (EU, EEA, Swiss) | Government Dept correspondence | Irish Certificate of Naturalisation | Letter of residency from Local Council |
| Relevant ID                             | Relevant proof of address (within 6 months of issue):   |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| Drivers license (credit card type)      | Bank statement (not Revolut or a debt agency)   |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| Passport                                | Utility bill (not mobile phone)   |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| National Identity Card (EU, EEA, Swiss) | Government Dept correspondence  |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| Irish Certificate of Naturalisation     | Letter of residency from Local Council  |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| <b>STEP 3</b>                           | <p><b>Validator</b> completes the <b>NVB1 Identity Document Validation Form</b> with applicant ensuring section 1 – 4 are filled and all boxes are ticked <b>Yes</b>. <a href="#">NVB1 Identity Document Validation Form</a></p> <p><b>Validator</b> inserts their name clearly, signs and dates the form. This date becomes the application date.</p> <p><b>Applicant</b> takes a clear photo or a photocopy of the two NVB1 forms</p> <p><b>Validator</b> keeps the original forms securely for a period of 6 months, they will be destroyed in line with data protection guidelines.</p>   |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| <b>STEP 4</b>                           | <p><b>Applicant</b> must create or log in to their Foireann account. Check their profile details are complete, including date of birth and Eircode/postcode.</p> <p>Click on the <b>Vetting's and Qualifications Tab</b></p> <p>Click on <b>Apply to be Garda Vetted button</b></p> <p>Screen will appear with prefilled information. Applicant should <b>select their Club and the Association</b> they are applying through.</p> <p><b>Carefully select their role – <a href="#">Role Rationale for Vetting</a></b></p> <p>Review all details and confirm they give <b>CONSENT</b> to the vetting being carried out.</p> <p>Click on <b>'Next Upload Your Documents'</b></p> <p>Upload all forms and documents into the <b>relevant clearly marked sections</b>.</p> <p>Note: the ID and proof of address shown to the CCO <u>must</u> be the same as those uploaded on Foireann.</p> <p>Sections that have been successfully completed will display a green tick.</p> <p>Please click <b>submit vetting application</b>.</p> |             |   |                                    |   |          |                                 |   |                                |                                     |  |
| <b>NOTE</b>                             | <p>Your application will be sent to your CCO to approve and then sent to the organisation to review. You will then receive an email if all is correct to say your vetting application has been submitted.</p> <p>This will follow with an email from the Garda NVB with an invitation for vetting. This should be completed immediately. Please watch for this email as it sometimes ends up in junk/spam. If not completed within 30 days the application is cancelled by the Garda NVB.</p>   |             |   |                                    |   |          |                                 |   |                                |                                     |  |