

APPLICANT – VETTING INSTRUCTIONS

STEP 1	<p>Applicant</p> <ol style="list-style-type: none"> 1. NVB1 Vetting Invitation Form: prints a blank form from website or downloads and prints from Foireann 2. Fills form out clearly 3. Includes the role they are applying for from specified list – available on GAA website 4. Ticks the disclosures box giving consent to vetting 5. Handwritten signature – no digital or DocuSign accepted by Garda NVB 										
STEP 2	<p>Applicant arranges to meet with the Club Children's Officer, bringing with them their NVB1 form, 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
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STEP 3	<p>Validator completes the NVB1 Identity Document Validation Form with applicant ensuring sections 1 – 4 are filled and all boxes are ticked Yes. Validator inserts their name clearly, signs and dates the form. This date becomes the application date. Applicant takes a clear photo or a photocopy of the two NVB1 forms. Validator keeps the original forms securely for a period of 6 months, they will be destroyed in line with data protection guidelines provided to CCO.</p>										
STEP 4	<p>Applicant must create or log in to their Foireann account. Check their profile details are complete, including date of birth and Eircode/postcode. Click on the Vetting's and Qualifications Tab. Click on Apply to be Garda Vetted button. Next screen will appear with prefilled information. Application should select their Club and Association they are applying under. Carefully select their role – Role Rationale for Vetting Review all details and confirm they give CONSENT to the vetting being carried out.</p> <p>Click on 'Next Upload Your Documents' Upload all forms and documents into the relevant sections 1 – 4. Note: the ID and proof of address shown to the CCO <u>must</u> be the same ones uploaded on Foireann. Sections that have been successfully completed will display a green tick. Click submit vetting application.</p>										
NOTE	<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. 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>										