

APPLICANT U18 – 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 from Foireann and prints 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 6. Prints NVB 3 Parent Guardian Consent Form and Parent/Guardian completes form and includes handwritten signature 												
STEP 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Relevant ID</th><th style="width: 50%;">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> <tr> <td colspan="2">Alternatively a birth certificate, letter from School Principal confirming attendance will suffice as second ID or proof of address document</td></tr> </tbody> </table> <p>Applicant and Parent/Guardian arranges to meet with the club children's officer, bringing with them their NVB1 form, NVB3 Parent Guardian consent form, a form of ID and proof of address</p>	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	Alternatively a birth certificate, letter from School Principal confirming attendance will suffice as second ID or proof of address document	
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STEP 3	<p>Validator completes the NVB1 Identity Documents Validation Form with applicant ensuring sections 1 – 5 are filled and all boxes are ticked Yes.</p> <p>If using Birth Cert or Principal Letter, please handwrite this into section 2.</p> <p>Validator inserts their name clearly, signs and dates the form. This date becomes the application date.</p> <p>Applicant takes a clear photo or a photocopy of the two NVB1 forms and the NVB3 form</p> <p>Validator keeps the original forms securely for a period of 6 months, they will be destroyed in line with data protection guidelines.</p>												
STEP 4	<p>Parent/Guardian must create or log in to their Foireann account.</p> <p>Under the Family Tab, select the child they want to apply for vetting for.</p> <p>Check their profile details are complete, including date of birth and Eircode/postcode.</p> <p>Click on the Vetting's and Qualifications Tab, Click on Apply to be Garda Vetted button.</p> <p>Next screen will appear with prefilled information. Application should select their Club and Association they are applying under.</p> <p>Carefully select their role – Role Rationale for Vetting</p> <p>Review all details and confirm they give consent.</p> <p>Click on 'Next Upload Your Documents'</p> <p>Upload all three forms and documents into the relevant sections. Birth Cert or Letter can be uploaded to Section 4.</p> <p>Note: the ID and proof of address shown to the CCO <u>must</u> be the same ones uploaded on Foireann. 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.</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>												