

VALIDATOR (CCO) – VETTING INSTRUCTIONS

STEP 1	Applicant will make contact to arrange to meet face to face to have application validated. Suggest having a club evening to get several applications through together.										
STEP 2	<p>During face-to-face meeting, Validator must check the NVB1 Vetting application form to ensure that all details are filled in; the disclosures box is ticked and there is a wet signature. Check the applicants ID and proof of address from the list below, making sure that the photo ID is clear and in date, and is the applicant and that the proof of address (dated within 6 months) matches the detail on the NVB1 Vetting Application form</p> <p>Validator completes the NVB1 Identity Document Validation Form with applicant ensuring section 1 – 4 are filled and all boxes are ticked Yes and include the ID Document number and type of ID and proof of address provided. NVB1 Identity Document Validation Form</p> <p>Validator inserts their name clearly, their role and their email, signs and dates the form. This date becomes the application date.</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>Driver's 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):	Driver's 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>Applicant takes a clear photo or a photocopy of the two NVB1 forms</p> <p>Validator keeps the original forms securely for a period of 6 months, they should then be destroyed in line with data protection guidelines i.e. shredded.</p>										
STEP 4	<ul style="list-style-type: none"> ➤ The validator will be notified by email that an application has been made, and they should log in to their Foireann account. ➤ Click Administration ➤ Click Vetting Applications ➤ Click into the new application and ensure that all documents are uploaded correctly. If so, click Validate. ➤ Reject the application if all forms and documents are not uploaded correctly. ➤ Tick to declare that these are the documents that you reviewed in the face-to-face meeting with the applicant and fill in the date that the NVB1 Identity Document Validation Form was completed, this becomes the application date. ➤ Submit vetting application form. 										
NOTE	<p>Remind applicants that they will receive 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> <p>Remind applicants that if they have lived in the EU or UK they should answer Yes and include address details.</p> <p>Remind applicants that all roles requiring vetting for the GAA should answer 'Yes' to the question – does this role involve working with children?</p>										