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| Irish Sport HQ,  National Sports Campus,  Blanchardstown,  Dublin15. |  | **Ireland Active Ref (Office Use only)** |
|  |
|  |
|  | **Form NVB 1** |  |
|  | **Vetting Invitation** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forename(s):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Birth:**  **(dd/mm/yyyy)** |  |  | **/** |  |  | **/** |  |  |  |  |
| **Email Address:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Parent/Guardian**  **Email if U18 years** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact Number:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Role Being Vetted For:** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\*Please see approved**  **List on page 7 \*** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Current Address:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 1:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 2:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 3:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 4:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 5:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Eircode/Postcode** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**Section 1 – Personal Information**

**Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.**

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**Section 2 – Additional Information**

**Name of Facility**

**Declarations**

* I agree to abide by Ireland Active’s codes of conduct, safeguarding guidelines and rules
* I have never been asked to leave a sporting organisation
* I have provided documentation to validate my identity as required
* I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

**Please Note: You are not legally entitled to take up any role or position requiring vetting until a decision is made by Ireland Active on the disclosure returned.**  NB: A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the current Ireland Active Vetting Policy. Please see Ireland Active policy for retention of information.

**Please tick box to confirm the declarations**

**Applicant’s signature**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |

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**Section 3 – To be completed by the Person in the Facility who is validating the ID**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Facility Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Email Address:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact**  **Number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Role in organisation:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ireland Active Membership Number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Declaration by the person verifying ID:**

* I verify the details in Section 1 match the original identification documents provided
* I confirm copies of the original identification documents are attached and indicated in Section 3
* I confirm the Parent/Carer Consent Form is attached (if applicant is 16 or 17 years old)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signature:** |  | **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |

# Section 3 – Identification Documents

The person signing **Section 2** must indicate the ID documents and the copies attached that have been used to verify the identity of the applicant (tick all boxes that apply; score MUST be at least 100).

***Please note we require Proof of current address, such as a utility bill, bank statement, correspondence (as outlined below, this must be dated within the last 6 months) AND photographic ID***

**For applicants over eighteen years of age**

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| Irish driving license or learner permit **(can be used as photographic ID only)** | **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 – can be used as photographic ID only)** | **40** |  |
| **Employment ID:** |  |  |
| * ID card issued by employer (with name and address) | **35** |  |
| * ID card issued by employer (name only) | **25** |  |
| **P60, P45 or Pay-slip** (with home address) | **35** |  |
| **Utility bill e.g. gas, electricity, television, broadband** (less than 6 months old; **mobile phone bills** are not acceptable) | **35** |  |

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| Medical/National Service Card **(Public Services Card not accepted)** | **25** |  |
| * Above 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 Siochana) | **25** |  |
| **Membership cards:** |  |  |
| * 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** |  |
| **Recent arrival in Ireland (< 6 weeks)**   * Passport | **100** |  |
| **Vetting Subject is unable to achieve 100 points**  Affidavit witnessed by a Commissioner  for Oaths | **100** |  |

**For applicants under eighteen years of age**

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| Birth certificate | **100** |  |
| Passport | **100** |  |
| Written statement by the principal confirming attendance at educational institution on a letter head of that institution | **100** |  |

**Section 4 – Checklist for applicants**

 All fields fully completed in Section 1

 Identification documents have been copied (score must be at least 100)

 Parental Consent Form has been completed where applicant is under 18 years of age

 Section 2 completed by specified person confirming the Parental Consent Form (where relevant) and copies of the identification documents are attached

This form will be returned to the applicant if it is incorrect or incomplete. For all queries and guidance about vetting please email the Liaison Person at [gardavetting@irelandactive.ie](mailto:gardavetting@irelandactive.ie)

I confirm that the above checklist is complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

|  |
| --- |
| **Miscellaneous** |
|  |
| The form must be completed **in pen** full using **BLOCK CAPITALS** and writing must be clear and legible. |
| The form must be completed in ball point pen. |
| Photocopies of this form **will not** be accepted. |
| All applicants will be required to provide documents to validate their identity. |
| If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form. |
| All applicants must provide acceptable means of identification, details of which can be found at **Section** **3.** Photocopies of IDs are acceptable (original NVB1/3 forms with signatures must however be provided). |
| Please complete the cover page excel sheet and email to [gardavetting@irelandactive.ie](mailto:gardavetting@irelandactive.ie) |
| Completed Disclosures **will not be sent** until payment is received for the application.  **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 your 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. |
| If applicant has a current/previous address in Northern Ireland, postcode must be provided. |
|  |
| **Role Being Vetted For** |
| The role being vetted for must be clearly stated and must be one of the approved roles listed on page 2 / 3 of this document. |
|  |
| **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. |

****

**Roles Approved by National Vetting Bureau**

Please tick below the role which you are vetting for, which must involve the undertaking of **relevant** work or activities with children and/or vulnerable persons as defined by the Acts.

|  |  |
| --- | --- |
| **List of Roles** | **Please tick role being vetted** |
| Childminding Staff |  |
| Children’s Club Attendant |  |
| Children’s Entertainer |  |
| Children’s Party Host |  |
| Children’s Sports Activity Instructor |  |
| Children’s Sports Camp Coach |  |
| Children’s Sports Coach |  |
| Personal Trainer whose work consists of working with children and/or vulnerable adults |  |
| Fitness Instructor whose work consists of working with children or vulnerable persons |  |
| Gym Instructor whose work consists of working with children and/or vulnerable persons |  |
| Leisure Activity Staff whose work consists of working with children and/or vulnerable persons |  |
| Leisure Facility Attendant whose work consists of working with children and/or vulnerable persons |  |
| Leisure Facility Supervisor whose work consists of working with children and/or vulnerable persons |  |
| Manager working with children and/or vulnerable persons |  |
| Swim Teacher whose work consists of working with children and/or vulnerable persons |  |
| Lifeguard whose work consists of working with children and/or vulnerable persons |  |
| Special Needs Assistant whose work consists of working with children and/or vulnerable persons |  |
| ***Other role (please specify):***  If you wish to have another role vetted (that isn’t on the list) you will need to **provide a rationale** as to **how** it complies with the legislation with reference to the act; [*The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.*](http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html)This rational must outlinehow the role relates to the definition of Relevant Work or Activities relating to Children or Vulnerable Persons as part of the submission. It is not sufficient just to identify the section of the schedule which you are relying upon |  |

If you have any queries regarding the Ireland Active Garda Vetting service, please email [**gardavetting@irelandactive.ie**](mailto:gardavetting@irelandactive.ie)or call **01-6251192**