



Guide to National Vetting Bureau



Step 1.

Chairperson/Secretary of club gives the Vetting Invitation (Form NVB1) along with guidelines and **verify identity and address** - 100 point check list to applicant.

Step 2.

Applicant manually completes the Vetting Invitation form and presents it to the Chairperson/Secretary together with photocopies of identity and proof of current address. (Applicants **MUST** include their own email or a secure email address they have access to, as well as ensuring that they have signed and ticked the data protection agreement). Copies will be retained for Garda audit by the Vetting Officer for the No Name Club.

Step 3.

Chairperson/Secretary will forward these documents by post only to Con Nolan the Designated Liaison Person - No Name Club, Dalton Street, Claremorris, Co. Mayo.

Step 4.

The applicant will receive an email from Vetting@Garda.ie requesting them to complete their application on line.

This email will contain instructions as to what information is required and how to complete it. On completion of form, it is recommended the applicant print a copy for themselves before submitting it.

NOTE – Form has to be completed within 30 days of receiving.

Step 5.

Applicant will receive an email that their application has been received. They will also receive one when e-Vetting has been completed.

Step 6.

Club will be contacted by the Designated Liaison Person to inform Chairperson/Secretary of a successful vetting application.

The Vetting Outcome will be kept on file by the No Name Club.

If you have any questions about this process,
please contact Con Nolan, Designated Liaison Person, on 0863519043.



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The process for Garda Vetting will take approximately 15-20 working days.

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should 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 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

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.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice. Example of accepted role; "**Adult Volunteer for Kilkenny No Name Club**"

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.