



Garda Vetting e-Vetting steps

1. Applicant completes a Hockey Ireland e-Vetting ID Validation form (below).
2. Applicant presents their original identification documentation to their Club Children's Officer/Club Secretary/Club President for validation (score must total at least 100 e.g. passport & utility bill – one form of ID must confirm applicants current address in addition to a form of photographic identification).
3. Applicants can email their e-Vetting ID validation form to vetting@hockey.ie

Applicants must complete an online application form therefore a **VALID EMAIL ADDRESS IS A MUST.**

4. Applicant will receive an e-mail from evetting.donotreply@garda.ie with a link inviting him/her to complete the online e-Vetting Application Form. This link will expire after 30 days and you will be required to re-apply. If you do not receive an email within **10 days** of submitting your ID validation form to Hockey Ireland, please contact vetting@hockey.ie
5. Applicant completes the e-Vetting Application Form online and submits it to Hockey Ireland. **Please note: Detailed addresses from birth must be entered separately and postal codes are required for all Northern Ireland addresses. If you do not know the postal code please enter 'unknown'. If NI postal codes are not inserted, applications will be returned.**
6. The Hockey Ireland Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.
7. The National Vetting Bureau processes the application and forwards a vetting disclosure certificate to the Hockey Ireland Liaison Person.
8. Hockey Ireland reviews the vetting disclosure and provides a response to the applicant via email.
9. The applicant should then pass this correspondence to the Children's Officer (or appropriate person) in their Hockey Club for their records.

E-Vetting ID Validation Form

Section 1 Personal details and Declarations

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.

First Name: _____ Middle Name: _____

Surname: _____ Date of Birth: _____

Contact No.: _____ Club/Organisation: _____

Hockey Ireland Membership Number: ME _____

Current Address: _____

_____ Eircode: _____

Email address: _____ (A valid email address is required as you will receive an email with a link to complete your application form online)

(If the applicant is under 18 this must be a parent/guardian email address)

Role/Position being vetted for: (must be ticked)

U-18 Manager	<input type="checkbox"/>	Other: Please describe how your role involves working directly with children/vulnerable adults)
Parent Supervisor	<input type="checkbox"/>	
U-18 Coach	<input type="checkbox"/>	

Applicants Declaration

- I have signed the relevant codes of conduct for my role within the Organisation/Hockey Club. I agree to abide by the safeguarding guidelines of Hockey.
- 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.

Signed: _____ **Date:** _____

Section 2 - Identification Verification

This section must be signed by one of the following: Children's Officer/Secretary Manager/Hon Sec of the club.

Declaration

I verify I have seen the person detailed above and have attached a copy of their identification documents as indicated in Section 3 (**score must total at least 100 and one form of ID must confirm applicants current address in addition to a form of photographic identification**).

I confirm the Parent Consent Form is attached (if the applicant is under eighteen years of age).

Signed: _____ Date: _____

Print name: _____ Position/Role: _____

Club: _____ Telephone: _____

Section 3 – Identification Documents

The person signing Section 2 must indicate the ID documents that have been used to verify the identity of the applicant (**Tick all boxes that apply; score MUST total at least 100 and ONE FORM OF ID MUST CONFIRM THE APPLICANTS CURRENT ADDRESS e.g. Utility Bill**).
Copies must be attached and sent to Hockey Ireland.

For applicants over eighteen years of age

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Passport	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)	40	
Employment ID:		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last 2 yrs) • Confirming name and address	35	
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
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochana)	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
- Section 2 completed by specified person and **Identification documents have been copied and attached**
- Parental Consent Form has been completed where applicant is under 18 years of age

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 vetting@hockey.ie

Please return all documents to: vetting@hockey.ie

On receipt, you will receive an email with a link to complete your online application form. Check your junk folder.