



IRFU – Garda Vetting Application & ID Check

Thank you for agreeing to complete the IRFU vetting process. The vetting process is now required under the National Vetting Act and it is an offence to work with children and/or vulnerable adults without first successfully completing the vetting process. Please complete your details below so that we may accurately assist you in completing the process. It is vital that your 'Date-of-Birth' and 'email address' are accurate. It is important that you complete the GV form accurately, as per the notes provided by the National Vetting Bureau, please note that NVB state, "**any amendments/alterations to the National Vetting Bureau Vetting Application form or the National Vetting Bureau Parent/Guardian consent form are strictly prohibited and will render forms invalid**". Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012; and Section 122 of the Police Act 1997/Section 5 of the Vetting and Barring Act 2012, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

You will also need to get your Club Welfare Officer or Age-Grade Coordinator to verify your identity, (see overleaf).

Name: _____
Date-of-Birth: _____
Email: _____
Club / Organisation: _____
Position/Role _____

Please sign and date the statement below:-

I have provided documentation to validate my identity as required and I consent to making this application in accordance with Section 13(4)(e) National Vetting Bureau (Children Vulnerable Persons) Act 2012 and the Vetting and Barring Act 2012, NI

Sign Here

Date: _____

When you have completed details above you can take this form to your Club Welfare Officer who will verify the information and ensure it is accurate. Forms will be verified by IRFU and sent to NVB. You will be emailed when your application is complete.

Your result will be made known to IRFU who will determine the suitability of the applicant to work with young people. If there is information on file you will be contacted if relevant to your role in the club; the club/organisation will be informed of the decision as to suitability to work with young people. The information will be shared with relevant parties.

The vetting process is **one** step in the process of safe recruitment, **volunteers should also sign annually the 'Declaration of Intent' for their club / Branch** and children and leaders should be adequately supervised. Vetting checks will be carried out every 3-years.



Vetting – IDENTITY CHECK

The Club Child Welfare Officer **OR** Age-Grade Rep. is the designated person authorised to check the applicant's identity.

Three documents must be produced; one from Group 1 and two from Group 2, see lists overleaf. Please detail below valid documents that are being used to verify the applicant's identify and attach a copy to this sheet, At least 1 of these documents should include photographic identification.

Name of Individual being checked

GROUP 1 (i)

GROUP 2 (ii)

(iii)

Child Welfare Officer / Age-Grade Rep. DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a vetting check. I have informed the applicant that this information will be passed to the IRFU and they have agreed to share their personal information with IRFU and appropriate, relevant organisations.

I have seen a signed copy of the Volunteer's 'Declaration of Intent' and I have advised of necessary attendance at safeguarding training.

Name.....

Position.....

Name of Club/Organisation

Signed..... Date.....

WARNING

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

Please return this declaration form to Vetting Department, IRFU, 10-12 Lansdowne Road, Ballsbridge, Dublin 4. Please post original of NVB Vetting Form but you can scan this ID form and email to vetting@irfu.ie if preferred.

A full copy of the IRFU vetting policy is available on line. When you are no longer working with young people in rugby please inform us and we will delete the relevant information from the vetting database.



Proving identity

You will be asked to produce several documents to prove your identity. Please use the documents below to assist your Child Welfare Officer to verify your identification. Three documents must be produced, **one from group 1 and two from Group 2**. If this is not possible **four documents from Group 2** must be produced. A least one of these should include photographic identification. This ID validation form will be made available to GVCU on request, those copies of ID references should be sent with this form.

Group 1

- Current Passport (any Nationality)
- National Identity Card from EU/EEA Member States or Switzerland
- Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original Birth Certificate / Adoption Certificate (ROI, UK, Isle of Man or Channel Islands)

Group 2

- Marriage/Civil Partnership Certificate issued in ROI, NI or GB plus a supplementary ID to prove maiden name
- Public Services Card issued by Dept. of Social Protection
- Free Travel Pass Card issued by Dept. of Social Protection
- Student Identity Card issued in the ROI by a recognized 3rd level institution plus British Certificate issued in ROI, NI or GB
- Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
- Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
- Bank / Building Society Account Confirmation Letter
- Bank/Building Society Statement*
- Utility Bill (ROI)*
- Credit Card Statement (UK or EEA)*
- Benefit Statement (UK)*
- Addressed payslip*
- Mortgage Statement **
- Local Council/Authority Tax Bill **
- P45/60 Statement**

*documentation must be less than 3 months old

** documentation must be issued within the last 12 months