

Garda Vetting Invitation & ID Validation Form

Cycling Ireland Proofing Identification and invitation for Garda Vetting Applications

Thank you for agreeing to complete the Garda Vetting process. Before we can invite you to apply for a Garda e-Vetting Form, it is a Garda Vetting requirement that you complete a 100 Point Identification Check. This form must be signed by a responsible person (Step 4) and forwarded along with photocopies of your ID to the authorised Liaison Person in Cycling Ireland once completed. Simply complete this form by following the steps below and an invitation to the e-vetting website will be sent to you on the email address provided in Step 1. Please be aware that this information will be passed to Cycling Ireland and appropriate relevant organisations. You may not take up any role or position requiring vetting until a disclosure has been returned from the National Vetting Bureau of An Garda Síochána and a decision is made by Cycling Ireland on the disclosure returned. For any queries contact safeguarding@cyclingireland.ie

Step 1 (to be completed by **Applicant**) *Please note: all fields in **bold** are mandatory*

Identification Details (to be verified by a Responsible Person)

Forename(s): _____ **Surname:** _____

Current Address: _____

_____ **Eircode/Postcode:** _____

Date of Birth: _____

Contact Number: _____ **Email:** _____

Role or Position, being Vetted for: _____

Does this role involve direct contact with children and/or vulnerable adults ?

Please specify: _____

Club or Organisation: _____

Cycling Ireland Membership No: _____

Step 2 (to be completed by **Applicant**)

Applicant's Declaration

I have provided documentation to validate my identity as required *and* 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 tick box**

Applicant's Signature:

Date: / /

ID PROOFING MUST BE VERIFIED, IN PERSON, BY A DESIGNATED RESPONSIBLE PERSON. Verified ID must cover Full name | D.O.B. | Current Address (must be dated within the past 6 months) | at least one form of photo ID.

Please return this document, with relevant attached material in an envelope marked 'Private and Confidential' to:
 Authorised Liaison, Cycling Ireland, Kelly Roche House, 619 North Circular Road, Dublin 1

Step 3 (gather your original documents to the value of 100 points, see list overleaf)

The following Responsible Persons may verify applicant's identification and sign this form:

- Cycling Ireland Staff
- Cycling Ireland Tutor or Club Designated Person (Club Safeguarding Officer)
- If not a member of a Cycling Ireland Club, the designated person may be one of the following: Garda | Member of Clergy | Medical Doctor | Solicitor | Lawyer | Elected Public Representative | School Principal

Step 4 (to be completed by a **Responsible Person** as detailed overleaf)

Declaration:

I verify that I have checked the identity of the applicant detailed overleaf presenting for vetting against the documents (reaching minimum 100 point requirement) as marked below (Section 2) and can confirm that this is the person applying for a Disclosure Certificate.

Name: _____

Signed: _____

Role (from above list): _____

Club (if applicable): _____

Identification	Score	Tick
Irish driving license or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB Card)	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving license 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 two years), 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
Public services card/ social services card / medical card	25	
• 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 Síochána)	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)	100	
• Passport		
Vetting Subject is unable to achieve 100 points	100	
• Affidavit witnessed by a Commissioner of Oaths		

For Applicants under 18 years of age

Note: applicants under 18 years of age will require a Parent / Guardian Consent Form which should be attached to this document.

Identification	Score	Tick
Birth Certificate	100	
Passport	100	
Written Statement by a Principal confirming attendance at educational institute on a letter head of that institute	100	

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

Checklist for Applicants

- All fields fully completed in steps 1-3
- Identification documents have been copied and attached
- Step 4 has been completed by a specified responsible adult and photocopies of ID are attached
- Parental Consent Form has been attached if applicant is under 18 years of age

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Garda Vetting Invitation and ID Validation Form – how to avoid errors!

- 1.** Ensure your writing is legible – please complete the form in **BLOCK** capitals. This is especially important for your email address.
- 2.** State what role or position it is that you are being vetted for. E.g. **Club Safeguarding Officer, Youth Coach, Youth Leader** and **Youth Supervisor**. Stating ‘volunteer’ is insufficient information and will not be accepted by the National Vetting Bureau. Please indicate how your role relates to children/vulnerable adults.
- 3.** **Sign, date** and **tick the box in the Applicant’s Declaration**. Use today’s date – not your date of birth! Do not leave the box unticked!
- 4.** Step 4 **must be completed by a responsible person prior to sending it in to Cycling Ireland**. ID documents must be witnessed in person by the signatory. You cannot verify your own ID.
- 5.** Photocopies of ID documents must be included with the form. ID documentation **must total 100 points** and must include proof of: Full Name – Date of Birth – Photo ID – Current Address. Your proof of address must be dated within the past 6 months.
- 6.** Applicant’s under the age of 18 will require a Parent/ Guardian consent form. This is available on the Cycling Ireland website.

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