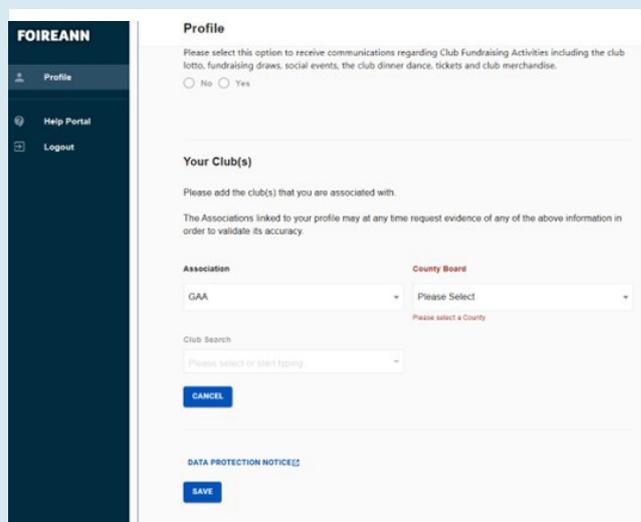


VETTING APPLICATION INSTRUCTIONS

To set up a Foireann account, follow these steps:

1. Navigate to Foireann.ie and click 'create an account'
2. Enter the required information into the fields provided
3. Follow the instructions sent to your email to verify your email address.
4. Complete your profile by updating any necessary details; date of birth and Eircode are required for those wishing to apply for Garda Vetting.
5. Choose your organisation, your county and your club
6. Press Save

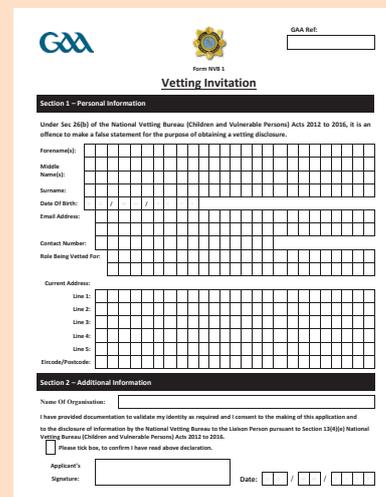


To apply for Garda Vetting:

1

Ensure you have a NVB1 Vetting Invitation Form

- Fill in a blank NVB1 form or download a completed form from Foireann. Ensure all the details match the details on your Foireann account.
- Include the role you are applying for – list is available from the GAA website or your Club Children's Officer
- Tick the declarations box to giving consent to vetting
- Forms must have a handwritten signature



Organise your ID documents: each applicant requires one document from each list.

2

Relevant ID
Driver's license (credit card type)
Passport
National Identity Card (EU, EEA, Swiss)
Irish Certificate of Naturalisation

Relevant proof of address (within 6 months of issue):
Bank statement (not Revolut or a debt agency)
Utility bill (not mobile phone)
Government Dept correspondence
Letter of residency from Local Council

VETTING APPLICATION INSTRUCTIONS

3

GAA
NVB1 IDENTITY DOCUMENT VALIDATION FORM
VALIDATOR USE ONLY - Not to be completed by the Applicant

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired? Yes No

Is the photograph on the document a true likeness for the vetting subject? Yes No

Is the photograph of high quality and clear? Yes No

Is the date of birth on the document matching the date provided on the NVB1 Form? Yes No

Is the name on the document exactly matching the name provided on the NVB1 Form? Yes No

Section 2: Proof of Address

Is the address document dated within six months of the consent date? Yes No

Is the address on the proof of address document matching the address provided on the NVB1 Form? Yes No

Is the vetting subject's name included on the proof of address document? Yes No

Is the document acceptable as proof of address document, as per Identity Document Schedule? Yes No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject? Yes No

Is the role accepted to be relevant work or activity? Yes No

Is the Consent Box ticked? Yes No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original) Yes No

Photographic ID document type: _____ Yes No

Document Reference No. _____

Proof of address document type: _____ Yes No

If you have answered **Yes** to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

Validator's Official Association Email Address: _____

Date of Validation: _____

Arrange to meet your Club Children's Officer (CCO) in person

- Complete the NVB1 Identity Document Validation Form. Applicant can print this form or your CCO may have one for you. Your CCO ensures sections 1 – 4 are filled in, and all boxes are ticked YES.
- CCO inserts their name clearly, their role, their email and signs and dates the form. This date becomes the application date.
- Applicant takes a clear photo **or** a photocopy of the two NVB1 forms
- CCO keep the original forms securely for a period of 6 months, they are then destroyed in line with data protection guidelines provided to CCO.

4

Log into your Foireann account. Ensure the profile details are complete and **match** the details on the NVB1 Vetting Invitation Form. If there is a difference, please update Foireann before you start the process.

- Click on profile
- Click on the **Vetting's and Qualifications Tab**.
- Click on **Apply to be Garda Vetted button**.
- Next screen will appear with prefilled information. Select GAA as your association and select your local club as your club.
- Select the role relevant to the position you will be in at your club.
- Review details, confirm you give **CONSENT** to the vetting being carried out.
- Click on **'Next Upload Your Documents'**
- Upload all forms and documents into the **relevant sections 1 – 4**.
- Note: the ID and proof of address shown to the CCO **must** be the same ones uploaded on Foireann.
- Sections that have been successfully completed will display a green tick.
- Click **submit vetting application**.

NOTE:

Your application will be sent to your CCO to approve and then sent to the organisation to review. You will then receive an email to say your vetting application has been submitted. This will follow with an email from the Garda NVB with an invitation for vetting. This should be completed immediately. Please watch for this email as it sometimes ends up in junk/spam. If not completed within 30 days, the application is cancelled by the Garda NVB. Any vetting queries should be sent to evetting@gaa.ie or www.foireann.ie/help