



# E-VET ID FORM (revised January 2019)

## ALL SECTIONS MUST BE COMPLETED: PLEASE PRINT CLEARLY

### 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

**YOU WILL RECEIVE A LINK VIA EMAIL – IF YOU DO NOT RECEIVE THIS WITHIN 2 WEEKS PLEASE CONTACT US IMMEDIATELY**

Type of application: \_\_\_\_\_ Club: \_\_\_\_\_ SI ID number: \_\_\_\_\_  
(Associate / Club / Course attendee / Other- specify) (If not in club enter N/A) (Apply through Membership or Education Depts. for number)

First Name: \_\_\_\_\_ Middle names: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Applicant must be 16 years old or over)

Email address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
(If applicant is 16/17 years old this must be a parent/guardian email address) (If applicant is 16/17 years old this must be a parent/guardian contact number)

Current Address: \_\_\_\_\_

Postcode/Eircode: \_\_\_\_\_

Positions/training courses applying for (tick all that apply – see vetting policy for specified roles):

<input type="checkbox"/> Committee member	<input type="checkbox"/> Coach	<input type="checkbox"/> Team Manager
<input type="checkbox"/> Club Children’s Officer	<input type="checkbox"/> Teacher	<input type="checkbox"/> Official
<input type="checkbox"/> Parent duty (where recurring attendance*)	<input type="checkbox"/> Tutor	<input type="checkbox"/> Other (indicate role): _____

\*Required where the same individual parent provides duty for two or more sessions in any week

### Declarations

- I have attached copies of my identification documents as indicated in Section 3 and shown the originals to the person signing in Section 2
- I agree to abide by Swim Ireland’s codes of conduct, safeguarding guidelines and rules
- 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

Please tick box to confirm the declarations

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**You are not legally entitled to take up any role or position requiring vetting until a decision is made by Swim Ireland on the disclosure returned.**

NB: A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the current Swim Ireland Vetting Policy. Please see Swim Ireland Vetting Policy for retention of information.

### Section 2 – Identification verification to be signed by one of the following (This person cannot be related to the applicant):

Club applicants: Chairperson, Secretary, Membership or Compliance Officer, Club Children’s Officer

For other applicants: Guard, Solicitor, Swim Ireland appointed Tutor, Swim Ireland staff member

### Declaration

I have seen the applicant detailed in Section 1.

I verify the details in Section 1 match the original identification documents provided.

I confirm copies of the original identification documents are attached and indicated in Section 3

I confirm the Parent Consent Form is attached (if applicant is 16 or 17 years old).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact no. or Official stamp: \_\_\_\_\_

### Section 3 – Identification documents

At least one document **MUST** contain your current address

Your ID documents must score at least 100 points

#### For applicants 18 years of age and over (documents = 100 points, one with address)

Identification with address	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish driving licence or learner permit (old paper format)	40	
Employment ID card issued by employer (with name and address)	35	
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	
Bank/Building Society/Credit Union statement with address	35	
Credit/debit cards/passbooks (only one per institution) with address	25	
<b>Correspondence:</b>		
• From an Educational Institution or SUSI or CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	

Identification without address	Score	Tick
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Public services card/social services card/medical card	25	
• With photograph	40	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
National age card (issued by An Garda Síochána)	25	
<b>Membership cards:</b>		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
<b>Recent arrival in Ireland (&lt; 6 weeks)</b>		
• Passport + evidence of arrival	100	
<b>Vetting Subject is unable to achieve 100 points: affidavit witnessed by a Commissioner for Oaths</b>	100	

#### For applicants aged 16 or 17 years old (one of the following documents required)

Identification	Score	Tick
Birth certificate	100	
Passport	100	
Written statement by a Principal confirming attendance at educational institution on a letter head of that institution	100	

### Section 4 – Checklist for applicants

- Section 1 is **fully** completed
- Identification documents have been copied, with at least one showing the applicant's current address (score must be at least 100). For applicants aged 16 or 17 years old only one document as indicated is required
- Section 2 is completed by the indicated person to verify identity and confirm copies of the identification documents attached
- Parent Consent Form has been completed where applicant is 16 or 17 years of age

**This form will be returned if any parts are not fully/correctly completed.**

For vetting guidance: please contact your Regional Support Officer (Clubs) or [vetting@swimireland.ie](mailto:vetting@swimireland.ie)

Send this form (email/copies not accepted) + copies of your ID in an envelope marked 'Private and Confidential' to:  
Swim Ireland - Vetting, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

## National Vetting Bureau (NVB) Procedure for Swim Ireland (update Jan 2019)

NVB vetting applications are processed for Swim Ireland by a Liaison Person. Currently the Liaison Persons in Swim Ireland are Kate Hills and Amanda Ní Ghabhann.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 (the Act) provides a legal requirement for individuals, aged 16 years or over, to be vetted prior to taking up a specified position.

### Application process

The NVB application process is a two part process for the applicant.

**Part One:** Completion of the E-Vet ID Form

**Part Two:** Completion of the online vetting application

#### Part one: Completion of the E-Vet ID Form Sections 1, 2, 3 and 4

The Act requires an individual's consent to be vetted, identity to be verified and for Swim Ireland to receive your vetting disclosure. This is done by completing the E-Vet ID Form.

If you are aged 16 or 17 years old your parent/guardian must complete the Parent Consent Form giving consent for you to be vetted and this must be attached to your completed E-Vet Form.

#### The E-Vet ID Form

**Section 1:** You must complete the following information – the information in bold is required by the Act for a vetting application:

1. Type of application (see form)	2. Club name (if relevant)
3. Swim Ireland ID number	4. <b>Names (first, middle and surname)</b>
5. <b>Date of birth (must be aged 16 years or over)</b>	6. <b>Email address (for applicant 16/17 years a parent e-mail must be used)</b>
7. <b>Contact phone number (for applicant 16/17 years a parent phone number must be used)</b>	8. Current address
9. <b>Role/position applied for</b>	10. <b>Tick box to indicate you agree to the declarations</b>
11. <b>Sign and date the form</b>	

**Section 2:** This must be completed before being sent to Swim Ireland by one of the following:

For Club applicants: Chairperson, Secretary, Membership Officer, Club Children's Officer

For other applicants: Guard, Solicitor, Swim Ireland appointed Tutor, Swim Ireland staff member

The person signing in Section 2 verifies your identification by seeing you and your original ID documents (details for documents required are given in Section 3). You must attach copies of these ID documents to your application. A Parent Consent Form must also be attached if you are aged 16 or 17 years old.

**Section 3:** The documents listed here can be used to verify your ID.

The approved documents must total 100 or more points to meet the requirements of the NVB and show:

- Your name,
- Your date of birth
- Your address

**Section 4:** This is a checklist for you to check all parts of the form are completed and necessary documents are attached. Incorrect or incomplete E-Vet ID Forms will be returned.

#### Completed E-Vet ID Forms

The E-Vet ID Form, the Parent Consent Form if relevant, and your copies of your identification must be sent to: Swim Ireland - Vetting, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

**You have now completed the first part of the process.**

The E-Vet ID Form and documents will be retained for the period of validity for the vetting (currently 3 years).

## Part two: On-line application form

- a) You will receive an email invitation from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie) within 10 working days of Swim Ireland receiving your E-Vet ID Form. The email invitation contains a link to the NVB portal and the instructions for you to fill in your vetting application. This is a unique link and only valid for your application as it contains your details given on the E-Vet Form. You have 30 days to complete the online application before your invitation expires. If you do not receive your email invitation you should contact [vetting@swimireland.ie](mailto:vetting@swimireland.ie) without delay.
- b) Check your details that are already filled in are correct. and if they are not correct, contact Swim Ireland at [vetting@swimireland.ie](mailto:vetting@swimireland.ie) immediately; PLEASE DO NOT CANCEL YOUR APPLICATION.
- c) You will need the following further information before you complete the online application as you cannot save partially completed forms:

<ul style="list-style-type: none"><li>• Gender (as at birth/gender reassignment certificate)</li></ul>	<ul style="list-style-type: none"><li>• Alias names – other names you may be known by</li></ul>
<ul style="list-style-type: none"><li>• Name changes if different from birth name</li></ul>	<ul style="list-style-type: none"><li>• Full addresses from year of birth to present day Northern Ireland addresses must include postcode</li></ul>
<ul style="list-style-type: none"><li>• Place of birth (town and country)</li></ul>	<ul style="list-style-type: none"><li>• Years (from and to) at each address</li></ul>
<ul style="list-style-type: none"><li>• Passport number, if passport holder</li></ul>	<ul style="list-style-type: none"><li>• Details, if any, of convictions</li></ul>
<ul style="list-style-type: none"><li>• Mother's maiden name</li></ul>	

Enter the required details as you move through the online form; **if any required part of the online form is incomplete you will not be allowed to move forward or to complete the application.**

Please note:

Complete the form carefully to avoid errors; if you make an error after moving from one section to another you will need to start again, the form cannot be saved or edited.

Do not cancel the application – start again. If you cancel the application, you must contact Swim Ireland as you cannot complete the application process.

- d) Click SUBMIT once you have completed the application online. If you have made an error at this stage, you must contact [vetting@swimireland.ie](mailto:vetting@swimireland.ie) immediately to receive a new email invitation.
- e) The Swim Ireland Liaison Person submits your correctly completed online application to the NVB for processing. Any queries will be reverted back to you. **You have not completed vetting at this point.**
- f) The outcome of your application, called a disclosure certificate, is issued to the Liaison Person. A decision will be made about an applicant's suitability based on the information in the disclosure certificate according current Swim Ireland Vetting Policy. The current Swim Ireland Vetting Policy contains further information on decision making.
- g) **It is a legal requirement to have an accepted vetting disclosure prior to taking up a specified position. You may only take up your position once your vetting disclosure is accepted by Swim Ireland. This will be recorded on your membership profile and you may download a letter from here.**

Please contact the following for any queries:

Club members with general vetting queries – [sarahkelly@swimireland.ie](mailto:sarahkelly@swimireland.ie)

Education/Course participants with general vetting queries – [craigstanford@swimireland.ie](mailto:craigstanford@swimireland.ie)

Vetting application processing/application errors – [vetting@swimireland.ie](mailto:vetting@swimireland.ie)

END

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