



Invitation to complete Vetting Application

Section 1: Personal details and Declarations

Under Section 26 (b) of the National Vetting Bureau (Children & 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 Names: _____

Surname: _____ Date of Birth: _____

E-mail Address: _____ Telephone No: _____

Current Address: _____

_____ Eircode: _____

Role/Position you are applying for: (tick all that apply)

District Commissioner	Branch Secretary	Branch Treasurer	Branch Children's Officer (BCO)
Instructor/Coach	Swimming Trainer	Running Trainer	Shooting Trainer
Mounted Games Trainer	Area Rep	Discipline Sub Committee	Team Manager
Team Chaperone	Host Family	Parent / Supervisory Duty e.g. Camp/Rallies, Catering etc (where recurring attendance*)	Other: (please specify)

*Where the same individual parent provides duty for two or more times in any week.

Declarations

I have signed the relevant codes of conduct for my position within a branch of the Irish Pony Club and I agree to abide by the safeguarding guidelines and rules of the Irish Pony Club. I have never been asked to leave a sporting organisation.

I have provided the 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) of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016.

Please tick the 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 the Irish Pony Club on the disclosure returned by the National Vetting Bureau. **NB A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the current Irish Pony Club Vetting Policy.**

Section 2 - Identification verification

This section must be signed by one of the following:

Branch Applications must be signed by one of the following: DC, Secretary, Branch Children's Officer, Area Rep, Executive Committee, Liaison Person

Other Applicants: Guard, Solicitor, Irish Pony Club Staff member (applicant must present in person with their documentation).

Declaration:

I verify that I have seen the person detailed above and that I have attached a copy of their identification documents as indicated in Section 3 (score must be at least 100 points).

Signed: _____

Date: _____ Print name: _____

Position: _____ Phone No: _____

Section 3 - Identification documents

The person signing Section 2 must indicate the ID documents and the copies attached that have been used to verify the identity of the applicant (tick all boxes that apply - the score **MUST** add up to at least 100).

Identification	Score	Tick	Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80		Public Service card / Social Services card / Medical card	25	
Irish Public Service Card	80		Above with a photograph	40	
Passport (from country of citizenship)	70		Bank/Building Society/Credit union statement	35	
Irish certificate of naturalisation	50		Credit /debit cards / passbooks (only one per institution)	25	
Birth certificate	50		Natural age card (issued by An Garda Síochána)	25	
Garda National Immigration Bureau (GNIB) card	50		Membership cards:		
National Identity Card for EU/EEA/Swiss citizens	50		• Club, union or trade, professional bodies	25	
Irish driving licence or learner permit (old paper format)	40		• Educational Institution	25	
Employment ID			Correspondence:		
ID card issued by employer (with name and address)	35		• From an educational institution SUSI/CAO	20	
ID card issued by employer (name only)	25		• From an insurance company regarding an active policy	20	
Letter from employer (within last 2 yrs) confirming name & address	35		• From a bank/credit union or Government body or state agency	20	
P60, P45, or Pay-slip (with home address)	35		Recent arrival in Ireland (< 6 weeks)	100	
Utility bill e.g. gas, electricity, television, broadband (not less than 6 months old). Mobile phone bills are <u>not</u> acceptable	35		• Passport		
			Vetting Subject is unable to achieve 100 points	100	
			• Affidavit witnessed by a Commissioner for Oaths		

Section 4 - Checklist for applicants

- All fields fully completed in Section 1
- Identification documents have been copied (score must add up to at least 100).
The Garda Vetting Bureau now will not accept a copy of the passport and driving licence **combination** as proof of the current address and thus a utility bill or equivalent is required as proof of address along with photos ID (passport or driver's licence).
- Section 2 completed by specified person confirming the identity and copies of the identification documents are attached

This form will be returned if any parts are not fully completed. For guidance: if you have any questions - please contact the IPC office 056 8832966 or email: mary@irishponyclub.ie

**Return all documents together in an envelope marked 'Private and Confidential' to:
Mary Fitzpatrick, Irish Pony Club, Tinnascarty, Freshford, Co. Kilkenny**



Completing Garda Vetting Application Form & Documentation required to validate your identity

From May 1st 2016 all applications must be submitted on the new GV Application form. Failure to do so will result in the application being returned to the sender. Please note you are now **required to provide documentation to validate your identity and current address.**

See page 2, Section 3 of the **Invitation to complete Vetting Application** for details of the documentation the Vetting Bureau will accept.

Please also complete the section:

What Role being Vetted For:

Using the term 'Committee Member' is not sufficient. You must state what role e.g. District Commissioner, Secretary, Treasurer, Children's Officer, Instructor, Trainer, Host Family, Supervisor (at rallies, camp, trips away etc), Refreshment provider at rallies or camp.

Do not sign the section - Authorised Liaison Person or Liaison Person Signature. That section will be completed by Mary Fitzpatrick.

Please note from April 29th it will be an offence to work with children if you have not received a vetting disclosure from the Garda Vetting Bureau. That means you must have received a letter from the Irish Pony Club stating that your vetting disclosure was received from the Garda Vetting Bureau and showed no relevant criminal records.

COMMON ERRORS ON APPLICATION FORMS

RECEIVED AT IPC OFFICE

Application Forms with errors will be returned to the applicant unprocessed - (50% of all applications received are incomplete and are returned to sender)

Section 1:

Name and address:

Current address means - the address at which you **now** live.

The copy of a utility bill (e.g. Bank/Credit Union Statement [blank out your banking details], gas, electricity bill) you send to verify this address **must** be the same as your current address.

Eircode: - you must complete the section on Eircode/Postcode. Eircodes can be found using the Eircode Finder on the following address: www.eircode.ie

Section 4:

The only part of this section the applicant completes is the question regarding

What Role being Vetted For:

Do not sign Authorised Liaison Person or Liaison Person Signature.

The application is being not submitted on behalf of an Affiliate so Mary Fitzpatrick will tick the 'No' box.

Section 5:

Applicant must sign '**Applicant Signature**' and tick the relevant box giving your consent to the disclosure being made by the Vetting Bureau to the IPC.

If you have any questions on the above please phone 056 8832966.
Mary Fitzpatrick, Garda Vetting Liaison Person, Irish Pony Club

No need to return pages 3 and 4, they are for your information only.



Guidelines for completing Vetting Form (NVB 2)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

Section 1 Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

For Gender field please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country Of Birth as this is a mandatory field.

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Insure that all years from birth to present are included.

Allow one letter per box and an empty box between words.

For the "Years From" and "Years To", please specify the year only e.g.

1	9	6	3
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It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal record means a record of the person's convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

A person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies.

Section 4 Liaison Person

This section is not to be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing.

Section 6 Additional Addresses

See guidelines for Section 2 Addresses.

Section 2 – Addresses

(to be completed by Applicant)

Please enter all your previous addresses in chronological order. Please enter your **full** postal address.

Line 1:

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Year To:

Y	Y	Y	Y
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Eircode/Postcode:

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Year From:

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Year To:

Y	Y	Y	Y
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Eircode/Postcode:

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Year From:

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Year To:

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Eircode/Postcode:

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Year From:

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Year To:

Y	Y	Y	Y
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Eircode/Postcode:

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Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
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Section 3 – Self Disclosed Criminal Record

(to be completed by Applicant)

Have you a criminal record in Ireland or elsewhere? Yes No (If Yes, please provide details)

Date	Court Name	Offence Summary	Court Outcome / Cases Pending / Appeals

Section 4 – Liaison Person

(to be completed by Liaison Person)

Organisation: **Irish Pony Club**

Authorised Liaison Person Details:

Forename: [Grid]

Surname: [Grid]

Liaison Reg No: [Grid]

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Liaison Person Signature: [Signature Box] Date: [D D] / [M M] / [Y Y Y Y]

Role Being Vetted For: [Grid]

Is the application submitted on behalf of an Affiliate Organisation: Yes: No:

If Yes, please state Affiliate Organisation: [Grid]

Section 5 – Declaration Of Consent

(to be completed by Applicant)

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 Signature: [Signature Box] Date: [D D] / [M M] / [Y Y Y Y]

Section 6– Additional Addresses

(to be completed by Applicant)

Line 1:

Eircode/Postcode:

Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
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Line 1:

Eircode/Postcode:

Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
---	---	---	---

Line 1:

Eircode/Postcode:

Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
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Line 1:

Eircode/Postcode:

Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
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Line 1:

Eircode/Postcode:

Year From:

Y	Y	Y	Y
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Year To:

Y	Y	Y	Y
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If this page does not allow enough space for addresses, please copy this page and number it below:

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