

### **Garda Vetting e-Vetting steps**

- 1) Applicant completes a CGI e-Vetting ID Validation form (below).
  - 2) Applicant presents their original identification documentation to their Club Children's Officer/Secretary Manager/Hon Sec for validation (**score must total at least 100 e.g. passport & utility bill – one form of ID must confirm applicants current address in addition to a form of photographic identification**).
  - 3) Applicants can either post or scan and email their e-Vetting ID validation form along with photocopies of the ID used to the **Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare** or email to [fiona@cgigolf.org](mailto:fiona@cgigolf.org)
  - 4) **As you will be completing an online application form a VALID EMAIL ADDRESS IS A MUST.**
  - 5) Applicant will then receive an e-mail from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie) with a link inviting him/her to complete the online e-Vetting Application Form. This link will expire after 30 days and you will be required to re-apply. If you do not receive an email within 10 days of submitting your ID validation form to CGI, please contact Fiona Power [fiona@cgigolf.org](mailto:fiona@cgigolf.org).
  - 6) Applicant completes the e-Vetting Application Form online and submits it to CGI.  
  
**Please note: Detailed addresses from birth must be entered separately and postal codes are required for all Northern Ireland addresses. If you do not know the postal code please enter 'Unknown'. If NI postal codes are not inserted, applications will be returned.**
  - 7) The CGI Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.
  - 8) The National Vetting Bureau processes the application and forwards a vetting disclosure certificate to the CGI Liaison Person.
  - 9) CGI reviews the vetting disclosure and provides a response to the applicant via email.
  - 10) The applicant should then pass this correspondence to the Children's Officer (or appropriate person) in their Golf Club for their records.
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**Confederation of Golf in Ireland**  
**E-Vetting Invitation and ID Validation Form**



**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.

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

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Club/Organisation: \_\_\_\_\_

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

\_\_\_\_\_ Eircode/Post Code: \_\_\_\_\_

**Email address: \_\_\_\_\_ (A valid email address is required as you will receive an email with a link to complete your application form online)**

(If the applicant is under 18 this must be a parent/guardian email address)

Role/Position being vetted for: **(must be ticked)**:

Junior Convenor	<input type="checkbox"/>	Junior Teacher/Tutor	<input type="checkbox"/>	Club Professional	<input type="checkbox"/>
Junior Club Volunteer	<input type="checkbox"/>	Club Children's Officer	<input type="checkbox"/>	Assistant Professional	<input type="checkbox"/>
Junior Committee Member	<input type="checkbox"/>	Designated Liaison Person	<input type="checkbox"/>		<input type="checkbox"/>
<b>Other:</b>					

**Applicants Declaration**

I have signed the relevant codes of conduct for my role within the Golf Club.

I agree to abide by the safeguarding guidelines and code of ethics of Golf in Ireland.

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.

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

**Section 2 – Identification Verification**

**This section must be signed by one of the following: Club Children's Officer/Secretary Manager/Hon Sec of the club.**

**Declaration**

I verify I have seen the person detailed above and have attached a copy of their identification documents as indicated in Section 3 **(score must total at least 100 and one form of ID must confirm applicants current address in addition to a form of photographic identification).**

I confirm the Parent Consent Form is attached (if the applicant is under eighteen years of age).

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

Print name: \_\_\_\_\_ Position/Role: \_\_\_\_\_

Club: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Section 3 – Identification Documents

The person signing Section 2 must indicate the ID documents that have been used to verify the identity of the applicant (**Tick all boxes that apply; score MUST total at least 100 and ONE FORM OF ID MUST CONFIRM THE APPLICANTS CURRENT ADDRESS e.g. Utility Bill**). Copies must be attached and sent to CGI.

#### For applicants over eighteen years of age

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Passport	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID:		
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	
Letter from employer (within last 2 yrs) <ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	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
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochana)	25	
Membership cards:		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
Correspondence:		
<ul style="list-style-type: none"> <li>From an educational institution /SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	
Recent arrival in Ireland (< 6 weeks) <ul style="list-style-type: none"> <li>Passport</li> </ul>	100	
Vetting Subject is unable to achieve 100 points <ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>	100	

#### For applicants under eighteen years of age

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

### Section 4 – Checklist for applicants

- ┆ All fields fully completed in Section 1
- ┆ Section 2 completed by specified person and **Identification documents have been copied and attached**
- ┆ Parental Consent Form has been completed where applicant is under 18 years of age

This form will be returned to the applicant if it is incorrect or incomplete. For all queries and guidance about vetting please email the Liaison Person Fiona Power at [fiona@cgigolf.org](mailto:fiona@cgigolf.org)

**Please return all documents to:**

**The Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare.**

**On receipt, you will receive an email with a link to complete your application form online.**