



FAI Garda Vetting

How to submit an application ?

Anyone who works or volunteers with children or vulnerable persons must be Garda Vetted.

First Steps - Download the required forms

- Garda Vetting ID Validation Form - Required for all applications
- NVB 1 Garda Vetting Application Form - Required for all applications
- NVB 3 Garda Vetting Application Form - Only for Parental Consent (Applicants who are 16 and 17 years of age)
- The web address below will take you to the FAI website where the above forms can be found. Available in MS Word or PDF.
- www.fai.ie/domestic/safeguarding/garda-vetting





A guide to
completing
the required
documents

- You will require two forms of ID – Have these ready

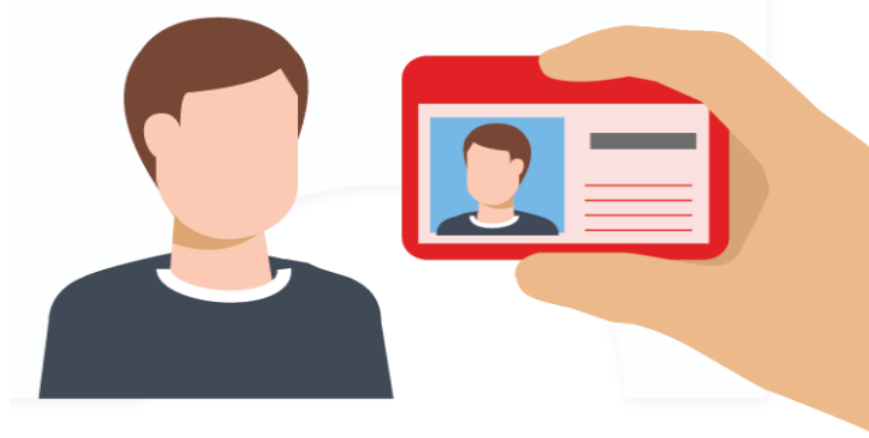


Photo Identification

&

Proof of identification

Proof of Address

PPL Electric Utilities

Pay/Manage your account online at pplectric.com

Questions? Please contact us by May 12, 1-800-DIAL-PPL (1-800-342-5775) M-F: 8am to 5pm

Bill Acct. No.	Due Date	Amount Due
0000-0000	May 12, 2015	\$106.62

Your Electric Usage Profile

Service to: CUSTOMER, 123 MAIN ST, ANYTOWN, PA 18062
 Meter: 0000-0000
 Your next meter reading is on or about May 18, 2015.

This section helps you understand your year-to-year electric use by month. Meter readings are actual unless otherwise noted.

Month	2014 (kWh)	2015 (kWh)
J	28	28
F	28	28
M	28	28
A	28	28
M	28	28
J	28	28
J	28	28
A	28	28
S	28	28
O	28	28
N	28	28
D	28	28

Monthly Comparison	Days Billed	kWh	Average kWh/Day	Average Temp.
Apr 2015	30	698	23	43F
Apr 2014	30	734	24	44F

Billing Period	Type	Reading
Apr 17	Actual	19207
Mar 18	Actual	18509
30 Days	kWh Billed	698

Yearly Comparison	Total Use	Avg. Monthly
May 2014 - Apr 2015	10298	858
May 2013 - Apr 2014	11208	934

Billing Summary (Billing details on back)

Balance as of Apr 21, 2015: \$0.00

Charges:
 Total Generation & Transmission Charges: \$64.66
 Total Distribution Charges: \$41.96
 Total Current Charges: \$106.62

Amount Due By May 12, 2015: \$106.62
 Account Balance: \$106.62

How To Shop For Electricity

You can choose the company that supplies your electricity. Visit papowerswitch.com or www.oca.state.pa.us for supplier offers. If you are already shopping, know your contract expiration date. Here's the information you need to shop:
 Bill Account Number: 0000-0000 Rate Schedule: RS (Residential)
 Current Supplier: Supplier ABC

PPL Electric Utilities price to compare for your rate is \$0.09559 per kWh. This changes the 1st of June and December.

Manage Your Account

Pay Your Bill	Online Options (pplectric.com)
Online: Visit pplectric.com	- Report an outage/check outage status
Phone: Call 1-800-342-5775	- Make a payment, view your bill and usage history
Mail: Use envelope provided	- Sign up for alerts.
Mail: Automatic Bill Pay (see back of stub to enroll)	- Enroll in paperless billing, automatic bill pay, budget billing.
Card: MasterCard, Discover, Visa or debit, call 1-800-672-2413 (service fee applies)	- View your rate schedule at: pplectric.com/rates

Correspondence: Customer Services, 827 Hausman Road, Allentown, PA 18104-9392

Other important information on the back of this bill →

Return this stub in the envelope provided with a check payable to PPL Electric Utilities.

Sign up for Automatic Bill Pay on the back of this bill stub.

Bill Acct. No.	Due Date	Amount Due
0000-0000	May 12, 2015	\$106.62

Amount Enclosed:

CUSTOMER
 123 MAIN ST
 ANYTOWN, PA 18062

PPL ELECTRIC UTILITIES
 2 NORTH 9TH STREET CPC-GENN1
 ALLENTOWN, PA 18101-1175

Must be dated within 6 months of the date of application



Garda Vetting ID Validation Form

Child Welfare, Football Association of Ireland, National Sports Campus, Abbotstown, Dublin 15

FAI Proof of Identification for Garda Vetting

Before we can process your Garda Vetting Invitation Form, it is a Garda Vetting requirement that you complete an Identification Check. This form **MUST** be signed by an Authorised person in Section 2. This form along with **COPIES OF YOUR ID** and your fully completed Garda Vetting Invitation Form should be uploaded to FAI Child Welfare & Safeguarding department at <https://www.fai.ie/domestic/safeguarding/garda-vetting>

Section 1 [to be completed by Applicant]- **ALL FIELDS ARE MANDATORY**

FORM WILL BE RETURNED IF INCOMPLETE

Identification Details (to be verified by an Authorised Person)

Full Name:

Current Address:

Date of Birth:

Email: Phone No:

Club:

League:

National Body and/or Provincial Association:

Section 2 [to be signed by an Authorised Person]

I have checked the identity of the applicant in the attached Garda Vetting Invitation Form against the original documents provided by the applicant to me. I have marked these on page 2 and I confirm that this is the person applying for Garda Vetting. I have informed the applicant that this information will be passed to the FAI and they have agreed to share their personal information with the FAI and appropriate, relevant organisations.

Name:

Signed:

Role [See section 3]:

Club [if applicable]:

League [if applicable]:

National Body [if applicable]:

Provincial Association [if applicable]:

All contact will be through Email

Complete the form in full including the football club you are intending to work with

If you do not have a Football Club or League then please explain the reason for your application here.

See section 3 for a list of Authorised People

childwelfare@fai.ie

Your identity
must be
verified by an
Authorised
Person



Garda Vetting ID Validation Form

Child Welfare, Football Association of Ireland, National Sports Campus, Abbotstown, Dublin 15

Section 3 [gather your original documents to a minimum value of 100 points, see list below]

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

- Chairman [Designated Liaison Person]
- Children's Officer
- Secretary
- FAI Staff
- If not a member of the FAI, the Authorised person may be one of the following: Garda | School Principal | Doctor | Solicitor | Barrister |
- Commissioner for Oaths

ORIGINAL ID PROOFING MUST BE VERIFIED, IN PERSON, BY AN AUTHORISED PERSON

WARNING: It is an offence to knowingly make a false statement for the purpose of obtaining or enabling another person to obtain a Disclosure.

Section 4- Identification:

In order to establish your identity for vetting purposes, an individual **must** provide documentary proof of **each** of the following:

- Valid Photographic ID to include name and date of birth
- Evidence of current address. (*Statements from store cards/catalogue companies or Mobile phone bills are not acceptable*)

Please note the following:

- Evidence of address provided must be dated within **6 months** of the date of application
- The name on the photo ID must match the name on your proof of address.
- There is no requirement on any individual to produce any specific document to prove their identity.

The
identification
documents
you intend to
submit must
score a
minimum of
100 points

childwelfare@fai.ie

Child Welfare & Safeguarding Department, Football Association of Ireland,
National Sports Campus, Abbotstown Dublin 15



A List of Acceptable Documents (100 points Minimum required)

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 (as amended).)	80	
Passport (from country of citizenship)	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		
• 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 Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
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 card		
• 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	
Children under 18 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points**		
• Affidavit witnessed by a Commissioner for Oaths	100	
TOTAL		

Examples

An Irish driving licence (Photo ID) with a utility bill would be 80 + 35 = 115 points

Or for person under 18 years a Passport would amount to 100 points (Only one document required)

Garda Vetting Invitation Form – NVB1



FAI Ref:

Form NVB 1

Vetting Invitation

Section 1 - Personal Information

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.

Forename(s):

Middle Name:

Surname:

Date Of Birth: / /

Email address:

Contact number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 - Additional Information

Name Of Organisation

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 the box to give consent)

Applicant's Signature

Date: /

Note - If this is a child's applicant, then the parent or guardian contact details are required here

State the role you are being vetted for

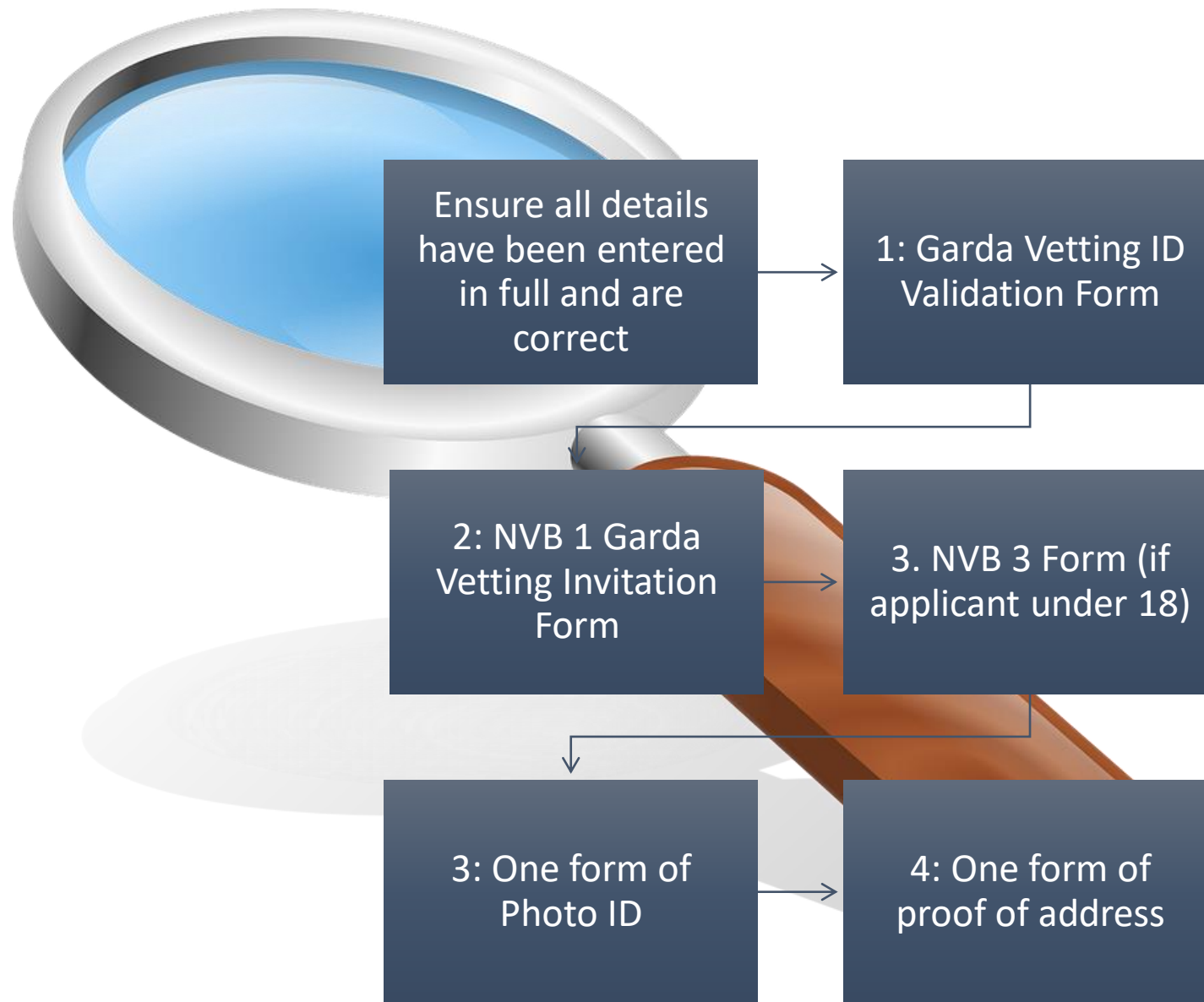
The name of the football club

Give consent sign and date

Must be within 6 months of the date of your application

For further guidance follow the guidelines attached to this form

Check your documents ?





Next Steps - The Online Application

- All completed applications must now be submitted online - **postal applications will no longer be accepted.**
- Ensure the Vetting Identification form has been signed by an Authorised Person, who has validated your identity.
- The NVB 1 form must include your Email address for contact throughout this process.
- The NVB 3 form is only required for applicants who are 16 or 17 years of age.

Anyone who works or volunteers with children or vulnerable persons must be Garda Vetted.

Online Garda Vetting applications

Event organizer Football Association of Ireland
Event number 21-Z-00039
Begin 31/12/2021
End 31/12/2021
Registration by unknown
Booking status unknown

Requirements Please register and complete the details requested. Please ensure it is the applicant's details which have been entered. Please then upload fully completed forms along with two forms of ID, one photo ID and one proof of current address. Please note electronic signatures are accept but not typed names as signatures.. (Max of 3 documents can be uploaded to FAI Net: Upload 2 forms of ID on one doc) Upload 1: Garda Vetting ID Validation Form (with Section 2 completed) Upload 2: NVB 1 Garda Vetting Invitation Form (plus NVB 3 if applicant under 18) (Please ensure the consent box is ticked) Upload 3: Two forms of ID (One Photo ID & One proof of current address) Once the application has been received The FAI Child Welfare and Safeguarding Department will check the application form and aim to process it within one to two weeks receipt. If the application form is correctly completed with the correct identification attached, you should receive an email with a link from the National Vetting Bureau to the second part of the process. Please note this email link will expired within a month of receipt if it is not activated and completed. The email link will be sent to the email address you provided on the form. Please check also your email spam folder. If there is an error with your application form, The FAI Child Welfare and Safeguarding Department will email it directly back to you and it will not be processed. All errors will need to be corrected and the form upload again in full. The FAI Child Welfare and Safeguarding Department cannot accept application forms or parts of application forms via email. Once your application has completed the full process you will receive an email from the FAI Child Welfare and Safeguarding Department containing your Garda Vetting Completion Letter. All details of the Garda Vetting process can be found in Section 10 of the Child Welfare and Safeguarding policy: <https://www.fai.ie/domestic/safeguarding/fai-child-welfare-policy>

Contents
Goals
Target group
Note
Method
Event location FAI HQ - Dublin, National Sports Campus, Abbotstown, D15 X8PD Dublin 15
Contact person Child Welfare And Safeguarding, Email: childwelfare@fai.ie

Back

[Link to this page.](#)

Register

Completed Forms and Uploading

The portal front screen - Further guidance is given here click on register to start the on-line registration process.

[Event Calendar - Event Calendar \(fainet.ie\)](#)

Click on the link here (which can be found on the accompanying PDF document) which will take you to the FAI portal to upload and submit your documents.

Registration and upload continued....

The applicants details with full postal address are required

Upload a maximum of 4 forms, Vetting ID, NVB and Identification Documents.

Complete check list questionnaire and submit to complete your vetting registration.

Online Garda Vetting applications

Event number	21-Z-00039	Event organizer	Football Association of Ireland
Name	Online Garda Vetting applications	Event location	FAI HQ - Dublin
Begin	31/12/2021		National Sports Campus, Abbotstown
End	31/12/2021		D15 X8PD Dublin 15

Personal data

Last name Date of birth

First name Place of birth

Gender

Address and contact data

Street/Nr. Telephone private

Country/Postcode/Town Telephone business

County Fax

Email

Email repeat

Upload verifications

Type of verification

File No file chosen

Questions for participants

Have you completed 'Garda Vetting ID Validation Form' and uploaded (Authorised Person checked original documents and signed)?

Have you completed 'NVB1 Vetting Invitation'? (Section 1 & 2 fully completed including tick box, signature and date)?

Have you provided copies of your Identification Documents (100 points minimum)

Please state if you require any additional supports to ensure your participation on this course?

FAI Garda Vetting - Final Steps

- Your application will be checked by the FAI and if there are any errors the forms will be returned to you for correction and re-submission through the FAI Portal.
- If the forms are correct, then you your details will be entered onto the National Vetting Bureau e-vetting system.
- You will then receive an Email from the National Vetting Bureau inviting you to the second stage of the process.

Click on the link - Remember you only have 30-days to complete this stage of the application



Dear

This is your vetting application which you have consented to and submitted through **Football Association of Ireland FAI**. The application tracking number is **FAI001-20210514-01134**.

Vetting Checklist

Please ensure you have the following information readily available;

- List of names that you are also known as i.e. maiden name, married name, name change on divorce/separation, name change by deed poll, nickname or name you are commonly known as other than the name on your birth certificate.
- Previous addresses since birth.
- Passport Number (where applicable).
- The following information is required in relation to a criminal record, court date, court name, offence and court outcome.

Have this information ready

This application will expire in 30 days or on 13/06/2021.

To continue with the vetting process, please use the link below to access your vetting application.

[Click here to complete application.](#)

If you experience any difficulties completing the application or if you have any queries, please contact **Football Association of Ireland FAI** at vetting@fai.ie. To view Frequently Asked Questions click [here](#).

You can track the progress of your application here. [Click here to track your application.](#)

Track your progress

Regards

The National Vetting Bureau.

NVB e-vetting
service front
screen

An Garda Síochána As Gaeilge | Help

Home | Our Services > eVetting > Complete Application

Complete Application

On commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau will provide Garda Vetting applicants with the ability to apply online using our eVetting facility.

To use our eVetting service you must...

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- Have or have access to a valid email address
- Have access to the Internet
- Have completed the "Proof of Identity" process

To begin, please enter your email address and date of birth and then press the Enter button.

Application Id: FAI001-20210514-01134

Email:

Date of Birth:

This can be found on the Email from the NVB.

Anyone who works or volunteers with children or vulnerable persons must be Garda Vetted.

Completion of the process

- You will receive a further Email from the NVB, stating the application has been completed and a disclosure has been passed to the FAI.
- The FAI will then contact you by Email with the outcome of your vetting application.
- If your application is accepted then your vetting status will be valid for a period of 3 years.
- If your vetting application need to complete further step then the FAI will contact you detailing the next steps in the process.
- Full details on all the steps and guidance on who should complete Garda Vetting can be found in Section 10 of the Child Welfare and Safeguarding policy.

If there are any questions please contact the FAI at childwelfare@fai.ie



National Sports Campus, Abbotstown, Dublin 15
T: +353 1 899 9500 F: +353 1 899 9501
info@fai.ie www.fai.ie

19th May 2021

Garda Ref:20210514-01134 FAI Ref: 21-B1FS Letter Expires: **May 2024**

Re: Garda Vetting Application

Dear Trevor,

We refer to your Garda vetting application to the Football Association of Ireland ('the FAI'). Please be advised that your application has now been processed by the Garda Central Vetting Unit which we have fully reviewed. Having considered all information, your vetting application has been accepted. Please note the Garda Vetting letter from the FAI is **not an approval letter to work with children**. Therefore, if an Affiliated Member takes on a person to work with children, it is the **responsibility of the Affiliated Member** to ensure they are suitable. Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with children. The FAI recommends that Affiliated