



## Guidelines for completing E-Vetting Invitation & ID Validation Form

Please read the following guidelines before completing the form below.

### Miscellaneous

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
- If any information is not clear or missing the E-Vetting Invitation & ID Validation Form will be returned.
- 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 as per the 100 Point Identification check ([HERE](#)). Documents to be provided to the applicants Club.
- **If the applicant is under 18 years of age**, in addition to the E-Vetting Invitation & ID Validation form, a completed NVB 3 – Parent/Guardian Consent Form will be required ([HERE](#)) Please note that where the applicant is under 18 years of age the electronic correspondence will be issued to the Parent/Guardian. This being the case, **the applicant must provide their Parent/Guardian Email address on the Invitation & ID Validation Form below.**

### Section 1 - Personal Details

- Insert full details in each box below.
- Please fill in your Email Address clearly including symbols. This is important as the invitation to the e-vetting website will be sent to this address. N.B. Parent/guardian email address must be provided where the applicant is under 18 years of age.
- The Current Address means the address you are now living at.
- The address should be completed in full, including Eircode/Postcode. No abbreviations.

### Role Being Vetted For

- The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice i.e. -

Juvenile/Youth Coach
Juvenile Teacher/Tutor
County/Regional Committee
Club Children’s Officer
Club Youth Worker
National Committee
Juvenile /Youth Team
Manager/Chaperone
Juvenile Club Volunteer
Official for Juvenile events
Other

**Declaration of Application** - The applicant must confirm their understanding and acceptance of the statement by **signing the application form** and **ticking the box provided** at the end of Section 1.

**Section 2 - 100 Point Identification Check**

To be completed by Club Children's Officer/Appointed Person by Club on production of suitable ID.

**N.B.** If the 100 Point Identification Check is not completed correctly the form will be returned.

Please forward this form and a copy of the ID document(s) viewed to Liaison Person, Rowing Ireland, Irish Sports HQ, Sport Ireland Campus, Blanchardstown, Dublin 15, D15 DY62.

**\*All correspondence sent to any other address will not be processed\***

See further information is on our website -

<https://www.rowingireland.ie/supporting-our-clubs/vetting-and-safeguarding/>

## E-Vetting Invitation & ID Validation Form

### **Section 1 – Applicant Details:**

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.

Club:  Membership No.

Forename Name(s):  Middle Name:

Surname:  Date of Birth:

Email address:  Eircode:   
*(if U18, parent/guardian Email required)*

Current Address:

Role or Position, Being Vetted For:  Contact No:

### **Declarations**

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 box**

Signed:  Date:

*You may not take up any role requiring vetting until a disclosure has been returned from the National Vetting Bureau of An Garda Síochána and a decision is made by Rowing Ireland on the disclosure returned. An invitation from the National Vetting Bureau will be issued to your email address.*

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### **Section 2** – to be completed by **Club Children’s Officer/Appointed Person by Club** on production of suitable ID (see \* below).

I have checked the identification documents as per the 100 Point ID check outlined.

Type of identification seen (see \* below):

Signed:  Date:

Print name:  Position:

### **\* Identification – 100 Point check**

The NVB recommends that we apply the 100-point identity check in obtaining ID from a vetting applicant. The **100-point identity check documents** are on our website (adult & U18) highlighting combinations of ID which will achieve at least 100 points.

**Please forward this form and a copy of the ID document(s) viewed to – Liaison Person – Rowing Ireland, Irish Sports HQ Sport Ireland Campus, Blanchardstown, Dublin 15, D15 DY62.**