



Table Tennis Ireland Garda E-Vetting Process

1. The Applicant completes “NVB 1 Vetting Invitation Form”
 - a. Please note the form must be completed using **BLOCK CAPITALS**
 - b. The Applicant must complete Sections 1 and 2 of the form.
 - c. In the “work involves” section please tick both boxes to ensure you are covered to work with both children and vulnerable persons.
 - d. Section 3 should be left blank (to be filled in by Nominated Person for Table Tennis Ireland at Irish Sport HQ)
 - e. If the applicant is under 18yrs old, they must also submit “NVB 3 Parent/Guardian Consent Form” which must be signed by a parent/guardian
 - f. Applicant must review the “100 Points Document” and choose which documents they are submitting to meet the minimum of 100 points. Copies of the documents must be submitted with “NVB 1 Vetting Invitation Form”
 - i. For example, Irish driving licence (80pts) and Gas utility bill (35pts)
 - g. Please note that as of **December 2019**, we can **no** longer accept **Public Services card** as a document

2. The cost of processing an application is **FREE** for affiliated members of Table Tennis Ireland and €45 for non-members

3. Payments can be made by the following methods:
 - a. Members can log into GoMembership, go to the “Events & Courses” section and choose “Garda Vetting Request” under featured events
 - b. Bank transfer
 - i. Applicants should include their “**Name**” in the “**Reference**” field when making an EFT
 - ii. **Bank:** Bank of Ireland
 - iii. **Address:** 85 James St, Dublin 8
 - iv. **BIC:** BOFIE2D
 - v. **Account Name:** Irish Table Tennis Association Ltd.
 - vi. **Account Type:** Current
 - vii. **Account No:** 91266516



viii. **Branch Code:** 90-08-77

ix. **IBAN:** IE86 BOFI 9008 7791 2665 16

- c. Cheques or postal orders should be made payable to **“Table Tennis Ireland”**
4. Applicant must submit the completed “NVB1 Vetting Invitation Form” along with copies of the I.D. documents to info@tabletennisireland.ie or by post to the following address:
- a. Garda Vetting, Table Tennis Ireland, Irish Sport HQ, Sport Ireland National Sports Campus, Blanchardstown, Dublin 15, D15 DY62
5. Once the application has been processed by the Nominated Person for Table Tennis Ireland, the Applicant will receive an email from the National Vetting Bureau with a link and instructions on how to complete the e-vetting process. Please note that the link in the email will expire after **30 days**. Applicants are encouraged to complete the process as soon as possible. The link can be re-activated once it expires, but the applicant will have to pay the vetting fee again
6. Once the vetting process is completed, the National Vetting Bureau will email the “Disclosure letter” to the Nominated Person for Table Tennis Ireland, who will forward a copy to the applicant
7. Any queries on the Garda Vetting application process should be emailed to info@tabletennisireland.ie