

Table Tennis Ireland Garda E-Vetting Process

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

1. The Applicant downloads the “NVB 1 Vetting Invitation Form” from our website or if been shared with you.

* Please note the form must be completed using **BLOCK CAPITALS**.
* The Applicant must complete Sections 1 (Do not fill identity section of form).
* The role being applied for must be clearly stated. Please be as specific as you can rather than generic terms such as “Volunteer”. In the “work involves” section please tick both boxes to ensure you are covered to work with both children and vulnerable persons.
* The consent box must be duly ticked.
* You must sign and date the form**. A handwritten signature is required (digital signatures are not accepted)**

1. 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.
2. Applicant must review the criteria for validation of id and proof of address on page 2.

* In circumstances where an applicant under the age of 18 and does not have documentation outlined in the accepted documentation table, the following will also be accepted, Birth Certificate and Written statement by a school principal or an accredited third level institution confirming attendance and address. Two documents must be submitted, one to support identification and one to support proof of address.

1. Validation of documents identity & address required by Garda National Vetting Bureau (GNVB).

The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation.

* The validator must physically see the documents to confirm the vetting subject matches the documents. The **Validator will fill out the identity section of the form.**

1. The **individual being vetted emails a photo/scan** of the completed form (both sides) and also the ID and proof of address documents to info@tabletennisireland.com. The photograph on the original document must match the vetting subject and must be of high quality and clear. The **individual being vetted must also post** the original completed form (both sides) to Garda Vetting, Table Tennis Ireland, Irish Sport HQ, Sport Ireland Campus, Blanchardstown D15DY6. It is not the responsibility of the club to email or post the documents, this is to reduce the risk of retention of members' soft copy documents.
2. Once both the email and original document (hard copy) are received, Table Tennis Ireland staff put the applicant on the National Vetting Portal.
3. The National Vetting Bureau receive the invitation and send the applicant an email with a link asking for some more personal details. Applicants have 30 days to complete the link. If the link expires the applicant will have to reapply and pay the fee.
4. After a period of between 2-5 weeks (depending on where the applicant has lived), a disclosure will be sent to Table Tennis Ireland.
5. 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.

*\*\*Applicants who have a permanent residential address outside of the island of Ireland\*\* Applicants residing outside the island of Ireland at the time of the application must:*

* *Hold an initial video meeting with the applicant, where the applicant will show their proof of identity and address documents.*
* *Scan and email a completed NVB1 form, along with selected proof of identity and address documents from the accepted list (See identity document schedule, documents must be from their country of residency).*
* *These scanned copies can be used to commence the vetting process. *

*The address provided by the applicant must be their current residential address from the country they reside in and not their address where they will reside in Ireland.*