



Enter the UCD club you are seeking vetting for:

Vetting is required for all coaches, team managers, and leaders whether they are paid or a volunteer.

- Hard copy forms must be returned to the UCD Sport Office. Ireland Active will not accept photocopies of this form.
- The validity period for vetting is 3 years. Towards the end of the three year period you must re-apply for vetting and a disclosure must be returned to the Athletic Union Council (AUC) in order for the person to continue in their role.
- Do not let your vetting expire, complete it again in advance of the 3 year validity period.
- Please note that you are only deemed to be vetted once the AUC receives confirmation of the vetting number from the National Vetting Bureau and a vetting disclosure via Ireland Active.
- Only those who have a valid vetting number and following review of the vetting disclosure are deemed suitable for the role by the AUC are permitted to work/volunteer with a UCD club.

Paula Cashman will send an email to the coach and the club once this confirmation is received.

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The form should be completed in ball point pen.

Photocopies of this form will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

All applicants must provide acceptable means of identification, details of which can be found at **Section 3**. Photocopies of IDs are acceptable (original NVB1/3 forms with signatures must however be provided).

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

If applicant has a current/previous address in Northern Ireland, postcode must be provided.

Role Being Vetted For


The role being vetted for must be clearly stated and must be one of the approved roles listed on page 2 / 3 of this document.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Roles Approved by National Vetting Bureau

Please tick below the role which you are vetting for, which must involve the undertaking of relevant work or activities with children and/or vulnerable persons as defined by the Acts.

List of Roles	Please tick role being vetted
Childminding Staff	
Children's Club Attendant	
Children's Entertainer	
Children's Party Host	
Children's Sports Activity Instructor	
Children's Sports Camp Coach	
Children's Sports Coach	
Fitness Instructor whose work consists of working with children or vulnerable persons	
Gym Instructor whose work consists of working with children and/or vulnerable persons	

Leisure Activity Staff whose work consists of working with children and/or vulnerable persons	
Leisure Facility Attendant whose work consists of working with children and/or vulnerable persons	
Manager working with children and/or vulnerable persons	
Leisure Facility Supervisor whose work consists of working with children and/or vulnerable persons	
Lifeguard whose work consists of working with children and/or vulnerable persons	
Personal Trainer whose work consists of working with children and/or vulnerable persons	
Special Needs Assistant whose work consists of working with children and/or vulnerable persons	
Swim Teacher whose work consists of working with children and/or vulnerable persons	
<i>Other role (please specify):</i>	

If you have any queries regarding the Ireland Active Garda Vetting service please email gardavetting@irelandactive.ie or call 01-6251192

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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:	D	D	/	M	M	/	Y	Y	Y	Y																		
Email Address:																												
Parent/Guardian Email if U18 years																												
Contact Number:																												
Role Being Vetted For:	P	L	E	A	S	E	T	I	C	K	B	O	X	O	N	P	A	G	E									
Please see approved list above	2	O	R	3																								

Current Address:

Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

Section 2 – Additional Information

Name of Facility:

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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**

Applicant's Signature:

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Date:

D	D
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 /

M	M
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Y	Y	Y	Y
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