



Policy and Procedure for Garda Vetting SOI Staff

Reason for vetting

After the introduction of the National Vetting Bureau Act 2012 -2016, the law provides a legislative basis for the mandatory vetting of person who wish to undertake certain work or activities or provide a service relating to children or vulnerable persons.

Special Olympics Ireland is regarded as undertaking relevant work for the purposes of the Act and is registered with the National Vetting Bureau.

To date, all staff members and volunteers when joining or registering with the organisation are vetted. In line with best practice we will now re vet individuals every three years.

The first step in the process is to complete the Identify Validation and Consent form attached. Please read the steps below before commencing as it will outline what you will need to do and what the next steps will be once you submit your form to HR.

What does the process involve?

Step 1:	Please type the details required on the Identity Validation and Consent Form attached and email the form to HR.
Step 2:	Show photo ID along with a utility bill or financial statement dated within the last <u>6 months</u> (your name and address is the only part needed, any detail can be blacked out) to HR, they will be taking a copy of this and sign off on the Witness form. In the case of Offices outside of Dublin, the Regional Director will take copies and sign off as a witness on behalf of HR and post all documents to HR.
Step three:	Please also print out the typed up Identity Validation and Consent Form , sign and give to HR/Regional Director. *Please note these documents, along with the Identity Form will be placed on your HR file for a period of 3 years. At the end of the three years, the documents will be destroyed, as per best practice, staff members will be asked to renew the process to cover the next 3 year period.

<p>Step 4:</p>	<p>Once documentation has been received, the name, address, DOB, private email address (not work email) and contact number provided will be sent electronically to the National Vetting Bureau by the authorised Liaison Person with the Bureau, Peter O’Brien. From that point forward, all communications will be with National Vetting Bureau (not with Special Olympics).</p>
<p>Step 5:</p>	<p>The National Vetting Bureau will contact you at the private email address you supplied and you will complete the process with the Bureau online. Highly important to note this is time sensitive, the invitation will cancel itself if not completed.</p> <p>The process is straightforward to complete and should only take a few minutes. You will need a list of your past address since birth to hand as well as your passport number when completing.</p> <p>*Please note although it allows you to continue without putting in your passport number, you cannot re-open your application and so it must be cancelled on our side with a new invitation sent out for you to complete again.</p>
<p>Step 6:</p>	<p>Once the Garda vetting commences, you will receive an email to your private email address from the National Vetting Bureau informing you of the application’s reference number which can be used to track the progress of your vetting application on the National Vetting Bureau’s website.</p> <p>If anyone has any questions or has difficulty accessing the system to track their vetting progress, please do not hesitate to contact HR.</p>



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 will not be accepted.

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

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.

Role Being Vetted For

The role being applied for must be clearly stated e.g. Staff Member.

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.



Your Ref:

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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:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">/</td> <td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">/</td> <td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y										
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Role Being Vetted For:	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td>S</td><td>T</td><td>A</td><td>F</td><td>F</td><td> </td><td>M</td><td>E</td><td>M</td><td>B</td><td>E</td><td>R</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	S	T	A	F	F		M	E	M	B	E	R								
S	T	A	F	F		M	E	M	B	E	R										

Current Address:

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

Section 2 – Additional Information

Name Of Organisation:

SPECIAL OLYMPICS IRELAND

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	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.



The **100 point check** is a personal identification system, this information sheet has been developed to support Special Olympics Ireland in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, Special Olympics Ireland requires vetting subjects to present identification totaling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score Tick
Irish driving licence or learner permit (new credit card format)	80
Irish Public Services Card	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 not 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
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	

*This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service and appears on the National Vetting Bureau's website.

**An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit.



Special Olympics Ireland Identity Validation Form for Staff Resident in the Republic of Ireland

Special Olympics Ireland requires all applicants for vetting to have their identity validated by a witness prior to submitting their vetting application to An Garda Síochána National Vetting Bureau. This is a mandatory condition of employment of Special Olympics Ireland and complies with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

TO BE COMPLETED BY THE WITNESS

I have informed the applicant that original documents must be presented for examination but ONLY COPIES of same will be retained by Special Olympics Ireland. In the event that the application is not successful these copies and the ID validation form will be destroyed.

I have checked the identity of the individual who is the subject of the vetting invitation against the documents specified for this purpose and confirm that this is the person who is applying for a vetting check.

WARNING: Knowingly providing false or misleading information or documents is an offence

VETTING APPLICANT DETAILS as they appear on the identification documents produced:

Full Name (BLOCK CAPITALS):

Date of Birth: __/__/----

Current Address (BLOCK CAPITALS):

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Witness' signature: Date: __/__/----

Witness' Title:

