



## IRFU - Garda Vetting Process & ID Check

Thank you for agreeing to complete the Garda vetting process. Please complete your details below so that we may contact you directly if details are missing from your form or if we need to provide you with information from the GV unit.

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Club / Organisation:** \_\_\_\_\_  
**Role / Position:** \_\_\_\_\_

Vetting is an important step in implementing the IRFU Safeguarding Child Protection Policy. The Garda vetting process is just **one** step in the process of implementing the 'Code', **volunteers should also sign the Declaration of Intent with their club / organisation** and children and leaders should be adequately supervised. Vetting checks should be carried out every 3-years.

When you are no longer working with young people please inform us and we will delete the relevant information from the vetting database.

The following is some information to assist you in completing the form in an efficient manner.

- Fill out the form yourself - do not bring it to a local garda station.
- Ask your CWO or age-grade rep. to complete an ID check, see notes below
- ***Return the form to the IRFU.*** The form is signed by IRFU who will send all forms to the Garda Central Vetting Unit
- List all addresses, starting at your first address at birth up to the present time, even if you have lived outside of Ireland
- State full name, do not use initials, e.g., Tom J Murphy v Tom John Murphy
- Print the information, forms that cannot be read are returned to IRFU by the GVCU
- Include your date of birth – forms can't be processed without it
- Declare all convictions or cases pending, even if you don't think it's relevant. Failure to state all offences is read as applicant not declaring truthfully all information to an organisation
- Sign the form and list your position within the organisation, e.g. coach, volunteer, age-grade team assistant.

Forms will be sent to the central vetting unit and returned to IRFU, the process normally takes 1-2 weeks but can take longer for addresses outside of ROI.

**Applicants will receive an email from IRFU to outline the date you have completed the process.** If there is information on file you will be contacted if relevant to your role in the club; the club/organisation will be informed of the decision as to whether information on file is relevant to your role within the organisation. The information will be shared with any relevant parties.

Please **complete** the form Garda Vetting Form, your details above along with the ID check below and return all to Garda Vetting Department, Irish Rugby Football Union, 10-12 Lansdowne Road, Ballsbridge, Dublin 4. If you have any questions please email [vetting@irfu.ie](mailto:vetting@irfu.ie)

**Garda Vetting – IDENTITY CHECK**

The Club Child Welfare Officer **OR** Age-Grade Rep. is the designated person authorised to check the applicant’s identity.

**Three** documents must be produced; one from Group 1 and two from Group 2, see lists overleaf. Please detail below valid documents that are being used to verify the applicant’s identify. It is preferred that at least 1 of these documents includes photographic identification.

Name of Individual being checked .....

GROUP 1 (i) .....

GROUP 2 (ii) .....

(iii) .....

**Child Welfare Officer / Age-Grade Rep. DECLARATION**

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure certificate. I have informed the applicant that this information will be passed to the IRFU and they have agreed to share their personal information with IRFU and appropriate, relevant organisations.

Name.....

Role (circle as appropriate) Child Welfare Officer / Age-Grade Rep

Name of Club/Organisation .....

Signed.....

Date.....

**WARNING**

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

**Please return this declaration form** with the Garda Vetting form to: Garda Vetting form to Vetting Department, IRFU, 10/12 Lansdowne Road, Ballsbridge, Dublin 4 or scan and return to [vetting@irishrugby.ie](mailto:vetting@irishrugby.ie)

## Proving identity

You will be asked to produce several documents to prove your identity. Please use the documents below to assist your Child Welfare Officer to verify your identification. Three documents must be produced, **one from group 1 and two from Group 2**. If this is not possible **four documents from Group 2** must be produced. It is preferred that at least one of these includes photographic identification. This ID validation form will be made available to GVCU on request.

### Group 1

- Current Passport (any Nationality)
- National Identity Card from EU/EEA Member States or Switzerland
- Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original Birth Certificate / Adoption Certificate (ROI, UK, Isle of Man or Channel Islands)

### Group 2

- Marriage/Civil Partnership Certificate issued in ROI, NI or GB plus a supplementary ID to prove maiden name
- Public Services Card issued by Dept. of Social Protection
- Free Travel Pass Card issued by Dept. of Social Protection
- Student Identity Card issued in the ROI by a recognized 3<sup>rd</sup> level institution plus British Certificate issued in ROI, NI or GB
- Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
- Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
- Bank / Building Society Account Confirmation Letter
- Bank/Building Society Statement\*
- Utility Bill (ROI)\*
- Credit Card Statement (UK or EEA)\*
- Benefit Statement (UK)\*
- Addressed payslip\*
- Mortgage Statement \*\*
- Local Council/Authority Tax Bill \*\*
- P45/60 Statement\*\*

\*documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months



**Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?**

No  Yes  Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned, who have applied for a position as a \* \_\_\_\_\_ hereby authorise An Garda Síochána to furnish ***Irish Rugby Football Union***, a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 ( \_\_\_\_\_ )

\* this field is mandatory

*To be completed by* ***Irish Rugby Football Union***

**Authorised Signatory:** \_\_\_\_\_ (***IRFU***)  
**PLEASE PRINT ALSO** ( \_\_\_\_\_ )

**Authorised Signatory Registration Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***To be completed by the Garda Central Vetting Unit***

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

- No convictions
- Convictions
- Prosecutions are pending

**NOTE :** Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

**Signed:** \_\_\_\_\_ **Member I/D**

G.V.C.U

