



## STEPS FOR THE NEW GARDA VETTING PROCESS WITH THE GAA

All persons working with children in our club and who are required to be Garda Vetted, must first meet with one of the Children's Officers or Approved Validators **in person**, with the appropriate documentation, in order to start the Garda Vetting process.

If you are under 18, your parent or guardian must attend the meeting with you.

### Step 1: In Person Meeting between Applicant and Validator

You must print and complete (**but DO NOT SIGN**) the [GAA NVB1 Invitation Form](#) and meet the Club Children's Officer (CCO) or Approved Validator in person (with your parent/guardian if you are under 18).

*We will arrange times and notify you when the Club Children's Officers or Approved Validator will be available to meet with you in the club.*

**You will sign the NVB1 Form when you meet the CCO or Approved Validator.**

Click the Link to the > [GAA NVB1 Invitation Form](#)

Click here for guidance > [Guidelines for completing Vetting Invitation Form \(NVB 1\)](#)

**You (the Applicant) must bring to the meeting:**

- completed but UNSIGNED [GAA NVB1 Invitation Form](#)
- a copy of photo ID (must comply with accepted documentation list below)
- a copy proof of address (must comply with accepted documentation list below)

**NB: Under 18 you must provide:**

- completed but UNSIGNED [GAA NVB1 Invitation Form](#)
- completed but UNSIGNED [NVB3 Parent/Guardian Consent Form](#)
- photo ID and proof of address (must comply with accepted documentation list below) OR
- your Passport and your Birth Certificate

**[The full list of documents which are accepted for verification can be found here](#)**

The CCO, or Approved Validator, will:

- go through your NVB1 Form and ask you to sign (wet signature no digital signatures allowed);
- complete and sign off the **GAA Identity Document Validation Form** in your presence; and
- retain the hard copy of both the NVB1 and ID Validation forms for six months.

**NB: You must take a copy (or a photo) of the completed:**

- **GAA NVB1 Invitation Form; and**
- **GAA Identity Document validation Form**

**that you will upload with your Vetting Application on your Foireann account.**

## **Step 2: Logging in to Foireann or Create an account in Foireann**

[Log in to Foireann](#) (or create an account)

If you are under 18 your parent must log into their Foireann account and go to '**Family**'. Then select '**View**' next to your name, this will bring them to your Foireann profile.

*Children must be aged 16 or over to complete Garda Vetting.*

**Note: For more information on Families on Foireann click on the link:**

[Creating a Family on Foireann](#)

## **Step 3: Apply to be Vetted**

- When logged in to Foireann please check that all current details on your profile are correct and complete e.g. Date of birth, Eircode/Postcode and email address.

**NOTE:** *You must have a Date of Birth listed on your Foireann account to apply for Garda Vetting.*

- Click on '**Qualifications and Vetting**' Tab
- Click on the '**Apply to be Vetted**' Tab then select your Club and/or Association you wish to be vetted for and the role you are applying for Vetting.

[A list of roles can be found here.](#)

- Upload a copy or screenshot of all documents and forms validated by your CCO or Validator as part of your Vetting Application.

For more help please click on the link below to view the Step by Step guidance on how to apply for Vetting on Foireann:

[Submitting a Garda Vetting Application for yourself or on behalf of a child – Gaelic Athletic Association](#)

#### **Step 4: Completing the Garda National Vetting Bureau (NVB) E-Vetting Process**

- Once you complete the GAA NVB1 Invitation Form the information provided is forwarded to the NVB by the GAA.
- You will receive an email to your email address on your Foireann profile with **NVB Vetting Invitation** to complete (*please keep an eye out for this email*).
- Complete this invitation immediately as it will expire after **30 days** and the process will have to recommence. Include all details requested.
- Under EU and Irish Law you must answer whether you have lived in the UK or EU and if so, provide the dates and addresses.
- All roles that require Vetting for the GAA are roles that involve working with children – please answer ‘Yes’ to this question.
- Completing this form is a confidential matter between you and the NVB. All sections of the form including current and previous addresses, email address and contact telephone numbers, information on convictions and prosecutions (if any) are required when processing your Vetting Application.
- Please ensure that if you have lived in an address in Northern Ireland that you enter the Postcode for the address.
- Once all sections of the form have been completed your Application process for E-Vetting will return to the GAA for review and if complete it will be sent to the Garda NVB for processing.
- In a period of time determined by the Garda NVB and the GAA, you will be contacted by the GAA to inform you as to the outcome of the Vetting Application.

#### **Please Note**

Do not contact the National Vetting Bureau (NVB) regarding your application as they are unable to deal with individual requests from GAA applicants. If you have a query regarding your application, please contact the GAA, Camogie or LGFA by emailing:

GAA - [evetting@gaa.ie](mailto:evetting@gaa.ie)

Camogie - [gardavetting@camogie.ie](mailto:gardavetting@camogie.ie)

LGFA - [vetting@lgfa.ie](mailto:vetting@lgfa.ie)

You and your CCO will be notified when the Vetting process has been completed.

A person must be in receipt of a Vetting Acceptance Letter before they can commence their role.

*Note: Each of the three Gaelic Games Associations recognise each other's vetting so you can complete one application even if you are involved in different codes.*

## **Re-Vetting in the GAA after 3 Years**

Vetting in the GAA is for a three-year period. If you are required to be re-vetted then you must complete a new application by completing Steps 1 to 4.

## **DOCUMENTS**

[GAA NVB1 Invitation Form](#)

[GAA Identity Document Validation Form](#)

[NVB3 Parent/Guardian Consent Form](#)

## **PROBLEMS/FAQS**

1. *Step by step guidance on how to apply for Vetting on Foireann:*

[Submitting a Garda Vetting application for yourself or on behalf of a child – Gaelic Athletic Association](#)

2. *Link to the Foireann help desk in case you have difficulties in creating an account or logging in:*

[Logging into Foireann – Gaelic Athletic Association](#)

3. *List of Acceptable Identification Documents:*

[The full list of documents which are accepted for verification can be found here](#)

4. *List of roles that you are apply for and require Garda Vetting.*

[A list of roles can be found here.](#)