

## ATHLETICS IRELAND VETTING PROCEDURE

### **1) Applicant - completing the Garda Vetting form**

- Complete the vetting form using a black or blue ink pen.
- All mandatory sections must be completed.
- Applicant to complete form in full with no gaps in address, and the dates must be inclusive.  
For example:  
1980 – 1992: Address1  
1992 – 2001: Address2  
2001– Present date: Address3
- Make a photocopy of your ID and take it along with the original to your club Children's Officer in order to have your identity verified.
- Place your completed Garda Vetting form in a sealed envelope and give it to your Club Children's Officer when your ID is being verified.

### **2) Club Children's Officer - validation of applicants Identity**

Having completed the vetting form the applicant must have his/her identity verified by the Children's Officer.

- The Children's Officer must check the identity of the applicant against an original valid form of identification as specified on the ID Validation form.
- The Children's Officer must tick the appropriate box for the form of ID that was used to verify the identity of the applicant.
- The 100 point rule for ID validation must be observed - for example a driver's license (credit card type) carries 80 points and therefore must be accompanied by an additional form of ID totalling 100 points.
- Children under 18 may not have appropriate ID; therefore the 100 point rule is allocated differently. Please see the ID validation form for more information.
- The Children's Officer completes the ID validation form. They then sign it confirming that they have verified the identity of the applicant.
- The Garda Vetting application form is private and confidential and should not be viewed by any person other than the applicant.

### **3) Vetting for under 18's**

Sports leaders under 18 may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent. This form is available from your Club Children's Officer.

- The vetting form must be completed as above.
- The completed vetting form must be sent to the Liaison Person accompanied by the parental consent form and the ID Validation Form (see above).
- Vetting cannot be completed for anyone who has not reached their 16<sup>th</sup> birthday.

The Vetting Form, the ID Validation Form, a photocopy of the ID, (& Parental Consent form if applicable), must be sent for processing to:

Liaison Person, Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.

If you have any queries about the vetting process please email [vetting@athleticsireland.ie](mailto:vetting@athleticsireland.ie) or telephone (01) 886 9933.