

How To Apply for Vetting

GARDA VETTING

- 1.** Applicant completes the NVB1 form.
- 2.** Appointed validator completes page two of the form. All boxes must be ticked 'yes'. The Identification (ID) check must ensure that the address and ID documents match the form, are acceptable and the form is complete. This must be completed in person.
- 3.** ID and address Document and NVB1 form are photographed and emailed directly to safeguarding@triathlonireland.com as soon as they are signed off. Only documents listed on the document schedule are acceptable.
- 4.** Original form is posted to the TI office marked confidential and for the attention of TI Liaison Person. Sport Ireland Unit 3 HQ2, Sports Ireland Campus, Snugborough Road, Dublin, D15 W8YD.
- 5.** Once received, an application is set up on the National Vetting Bureau online portal.
- 6.** Applicants will receive an email from the National Vetting Bureau inviting them to complete the online vetting process.
- 7.** TI Liaison Person reviews and submits the online application to the National Vetting Bureau.
- 8.** A disclosure is made available to TI through the online system which may have information regarding convictions and/or Garda intelligence (specified information) or may be a NIL disclosure.
- 9.** TI Liaison Person contacts the applicant regarding their disclosure.

GARDA VETTING

for applicants living outside Ireland at the time of application

- 1.** Hold an initial video meeting with the applicant, where the applicant will show their proof of identity and address documents.

- 2.** Scan and email a completed **NVB1 form**, along with selected proof of identity and address documents from the accepted list (See identity document schedule, documents must be from their country of residency).
 - A) These scanned copies can be used to commence the vetting process.
 - B) The address provided by the applicant must be their current residential address from the country they reside in and not their address where they will reside in Ireland.

- 3.** Prior to commencement of relevant work/activity or on the first day of commencement, the applicant must present in person:
 - A) The original NVB1 form
 - B) All original identification documents that were previously scanned and submitted to commence the vetting process and the original NVB1 form.

- 4.** At this point the validation section on the NVB1 form must be completed by a representative of the organisation

ACCESS NI ENHANCED CHECK

- 1.** Applicant completes the Access NI ID Validation form. This form has a PIN specific to TI and the NI Sports Forum.
- 2.** Applicant completes the self declaration form.
- 3.** Applicant completes online application including ID check which includes setting up an NI Direct account.
- 4.** Form emailed to safeguarding@triathlonireland.com.
- 5.** TI Designated Liaison Person checks and signs the ID confirmation form.
- 6.** Access NI ID Validation ID confirmation form is sent to the Authorised Signatory in the NI Sport Forum (NISF).
- 7.** NISF Authorised signatory submits the applicants' online application.
- 8.** NISF Authorised signatory contacts TI when the disclosure process is completed and confirms whether on the electronic return it is NIL result or contains relevant information/convictions.

ACCESS NI BASIC CHECK

- 1.** Set up an NI Direct account.
- 2.** Apply for a basic check through the NI direct website including ID check.
- 3.** Applicant completes the self declaration form.
- 4.** Make a payment of £16 for the check.
- 5.** Send disclosure certificate to safeguarding@triathlonireland.com
- 6.** Technical Officials and Event Safeguarding leads can upload the expense to ExpensesIn.