

National Vetting Bureau (NVB) Instructions **[update Jan 2025]**

Please read the full Swim Ireland Vetting policy for details and legislative back up to this process.

The NVB application process is a two-part process for the applicant; all applications and copies of ID documents must be posted to:

Swim Ireland Vetting, ISHQ, Blanchardstown, Dublin, D15 DY62

Part one: Completion of the NVB Application Form

Complete Sections 1, 2, 3 and 4 of the NVB Application Form (check Swim Ireland website for latest version)

Section 1: Your details required

- Type of application (see form)
- Club name (if relevant)
- Swim Ireland ID number
- Names (first, middle and surname)
- Date of birth (must be aged 16 years or over)
- Email address (for applicant 16/17 years parent/carer e-mail must be used)
- Contact phone number (for applicant 16/17 years a parent/carer phone number must be used)
- Current address: **ID provided must be within 6 months of application date**
- Role/position applying for
- Tick box to agree to declarations
- Sign and date the form

Section 2: ID verification

- a) Section 3 lists the details of what is needed and accepted documents for vetting.

Show the person validating your ID your original ID documents and the copies you are sending with your application. Section 2 gives who can validate your ID either by:
FACE TO FACE MEETING (following social distancing rules)

The person completes Section 2 of NVB Application Form

OR

VIRTUAL FACE TO FACE MEETING

The person provides you with the email declaration as below, you include their name, phone number and the position they hold:

NATIONAL VETTING BUREAU VIRTUAL IDENTITY CHECK DECLARATION

I declare I have virtually seen the applicant detailed in the accompanying NVB Application Form and can confirm the following:

- *I verify the details in Section 1 match the original identification documents shown to me*
- *I confirm copies of the original identification documents shown to me will be attached to the NVB Application Form*
- *I confirm the Parent Consent Form will be attached (if applicant is 16 or 17 years old)*

- b) Attach copies of your ID documents to your application, and the email ID verification if necessary

- c) If you are aged 16 or 17 years old your parent/carer must complete the **Parent or Carer Consent Form**, this must be attached to your completed NVB Application Form

Section 3: ID documents

A list of acceptable ID documents and requirements to verify your ID, totalling 100 points – tick the ones you provide. **Your proof of address must be within 6 months of the date of verification. If a driving licence is used this must have been issued within 6 months of verification of your ID.**

Section 4: Checklist

Tick to confirm the form is fully completed, and necessary documents are attached.

Incorrect or incomplete NVB Application Forms will be returned, including where the proof of address is older than 6 months.

Sending off your form

The NVB Application Form, the Parent or Carer Consent Form if relevant, and your copies of your identification must be sent to:

Swim Ireland Vetting, ISHQ, Blanchardstown, Dublin, D15 DY62

You have now completed the first part of the process.

Part two: On-line application form

- a) You will get email invitation from evetting.donotreply@garda.ie with unique link to NVB portal
- b) Complete within 30 days or your invitation expires
- c) On accessing your online application, check your previously entered details are correct. If not, DO NOT CANCEL YOUR APPLICATION, mail vetting@swimireland.ie immediately
- d) Further information needed for completion of the online application:
 - Alias names – other names you may be known by
 - Name changes if different from birth name
 - Gender (as at birth/gender reassignment certificate)
 - Place of birth (town and country)
 - Passport number, if known
 - Mother's maiden name
 - Full addresses from year of birth to present day with year from and to at each address
 - Northern Ireland addresses must include postcode
 - Details, if any, of convictions

If any required part of the online form is incomplete, you will not be allowed to move forward or to finalise the application

DO NOT CANCEL THE APPLICATION IF YOU MAKE A MISTAKE – START AGAIN

- e) Click SUBMIT only when you are satisfied that your application is correct; it is your declaration that the information is true
- f) Application is then reviewed and submitted by Swim Ireland for processing by the NVB: **you have not completed vetting at this point**
- g) The outcome of your vetting (called a 'disclosure') will be reviewed by Swim Ireland once it is issued by NVB
- h) If the outcome is accepted, a vetting credential will be added to your Swim Ireland profile – you can view this and download a letter; **you will not be contacted by Swim Ireland; you will get an automated email from the membership system – you need to check your profile**
- i) If any information is disclosed and needs to be reviewed your credential will not be added; you will be contacted by Swim Ireland

It is a legal requirement to have an accepted vetting disclosure with Swim Ireland prior to taking up a specified position. This will be recorded on your membership profile, and you may download a letter from here.

Your disclosure and NVB Application Form with ID documents is retained for the period of validity of vetting (currently 3 years). Contacts for queries:

Club members – gillianholland@swimireland.ie

Education/Course participants – education@swimireland.ie

Vetting application processing/application – vetting@swimireland.ie

END

Updated January 2025