

NVB APPLICATION FORM (revised January 2025)

PLEASE READ THE INSTRUCTIONS FOR COMPLETING THIS FORM

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

YOU WILL RECEIVE A LINK VIA EMAIL FROM NVB – IF YOU DO NOT RECEIVE THIS WITHIN 10 DAYS CONTACT US IMMEDIATELY

Section 1 Personal details and Declarations (PRINT YOUR DETAILS) – all information is required

Type of application: _____ Club: _____ SI ID number: _____
(Associate / Club / Course attendee / Other- specify) (If not in Club enter N/A) (Apply through Membership or Education Depts. for number)

First Name: _____ Middle names: _____

Surname: _____ Date of Birth: _____
(Applicant must be 16 years old or over)

Email address: _____ Telephone No: _____
(If applicant is 16/17 years old this must be a parent/carer email address) (If applicant is 16/17 years old this must be a parent/carer contact number)

Current Address: _____

Postcode/Eircode: _____

Positions/training courses applying for (tick all that apply – see vetting policy for specified roles):

Committee member		Teacher		Staff working with youth	
Club Children's Officer		Tutor		Lifeguard	
Person on duty with children*		Team Manager		Volunteer working with youth	
Coach		Official		Other role working with youth	
<small>Specify:</small>					

*Required where the same individual person provides duty for two or more sessions in any week

Declarations

- I have attached copies of my identification documents as indicated in Section 3 and shown the originals in accordance with the ID verification process (face to face or virtual face to face) – address proof must be less than 6 months old
- I agree to abide by Swim Ireland's codes of conduct, safeguarding guidelines and rules
- I have never been asked to leave a sporting organisation
- I have provided documentation to validate my identity as required
- I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Please tick box to confirm the declarations

Signed: _____ Date: _____

You are not legally entitled to take up any role or position requiring vetting until a decision is made by Swim Ireland on the disclosure returned.
 NB: A criminal record will not automatically bar applicants obtaining a position - all decisions are based on the current Swim Ireland Vetting Policy. Please see Swim Ireland Vetting Policy for retention of information.

Section 2 – Identification verification either face to face or virtual face to face: This can be carried out by (must not be a relative):

For Club applicants: Club Committee member, Membership or Compliance Officer, Club Children's Officer; Guard, Solicitor

For other applicants: Guard, Solicitor, Swim Ireland appointed Tutor, Facility Manager (contact details must be provided)

Declaration by the person verifying ID:

- I have seen the applicant detailed in Section 1 in person (if virtual, email must be attached with specified text)
- I verify the details in Section 1 match the original identification documents provided (address proof must be <6 months old)
- I confirm copies of the original identification documents are attached and indicated in Section 3
- I confirm the Parent/Carer Consent Form is attached (if applicant is 16 or 17 years old)

Signed: _____ Date: _____

Print name: _____ Position: _____

Contact no. or Official stamp: _____

Post the original page 1 & 2 of this form + copies of your ID (and ID verification email/parental consent if required) in an envelope marked 'Private and Confidential' to: **Swim Ireland Vetting, ISHQ, Blanchardstown, Dublin D15 DY62**

Section 3 – Identification documents (see A or B)

A: For applicants 18 years of age and over your ID documents must score at least 100 points and at least one document MUST contain your current address and one document MUST provide photographic ID.

The following are accepted documents:

Identification with address (dated within the last 6 months)	Score	Tick
Irish Driving Licence or learner permit (new credit card format)	80	
Irish Driving Licence or learner permit (old paper format)	40	
Employment ID card issued by employer (with name and address)	35	
Letter from employer (within last 2 yrs) confirming name and address	35	
P60, P45 or Pay-slip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (less than 6 months old; mobile phone bills are not acceptable)	35	
Bank/Building Society/Credit Union statement with address	35	
Credit/debit cards/passbooks (only one per institution) with address	25	
Correspondence from an Educational Institution or SUSI or CAO	20	
Correspondence from an insurance company regarding an active policy	20	
Correspondence from a bank/credit union or government body or state agency	20	

Identification without address	Score	Tick
Passport – in date (from country of citizenship)	70	
Medical/National Service card – in date (Public Services card is not accepted)	25	
Medical/National Service card with photograph – in date (Public Services card is not accepted)	40	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
National age card (issued by An Garda Síochána)	25	
Membership cards from the following (must be in date):		
Club, union or trade, professional bodies	25	
Educational institution	25	
Recent arrival in Ireland (< 6 weeks)		
• Passport + evidence of arrival	100	
Where an applicant is unable to achieve 100 points from the above identification documents, an affidavit is required, witnessed by a Commissioner for Oaths		

B: For applicants aged 16 or 17 years old

One of the following documents is required:

Identification	Score	Tick
Birth certificate	100	
Passport	100	
Written statement by a Principal confirming attendance at educational institution on a letter head of that institution	100	

Section 4 – Checklist for applicants

- Section 1 is fully completed
- Identification documents have been copied, with at least one showing the applicant's current address (score must be at least 100). For applicants aged 16 or 17 years old only one document as indicated is required
- Section 2 is completed by the required person or the email ID verification is attached
- Parent Consent Form has been completed where applicant is 16 or 17 years of age

This form will be returned if any parts are not fully/correctly completed.

For vetting guidance: check instructions on the Swim Ireland website www.swimireland.ie/vetting

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