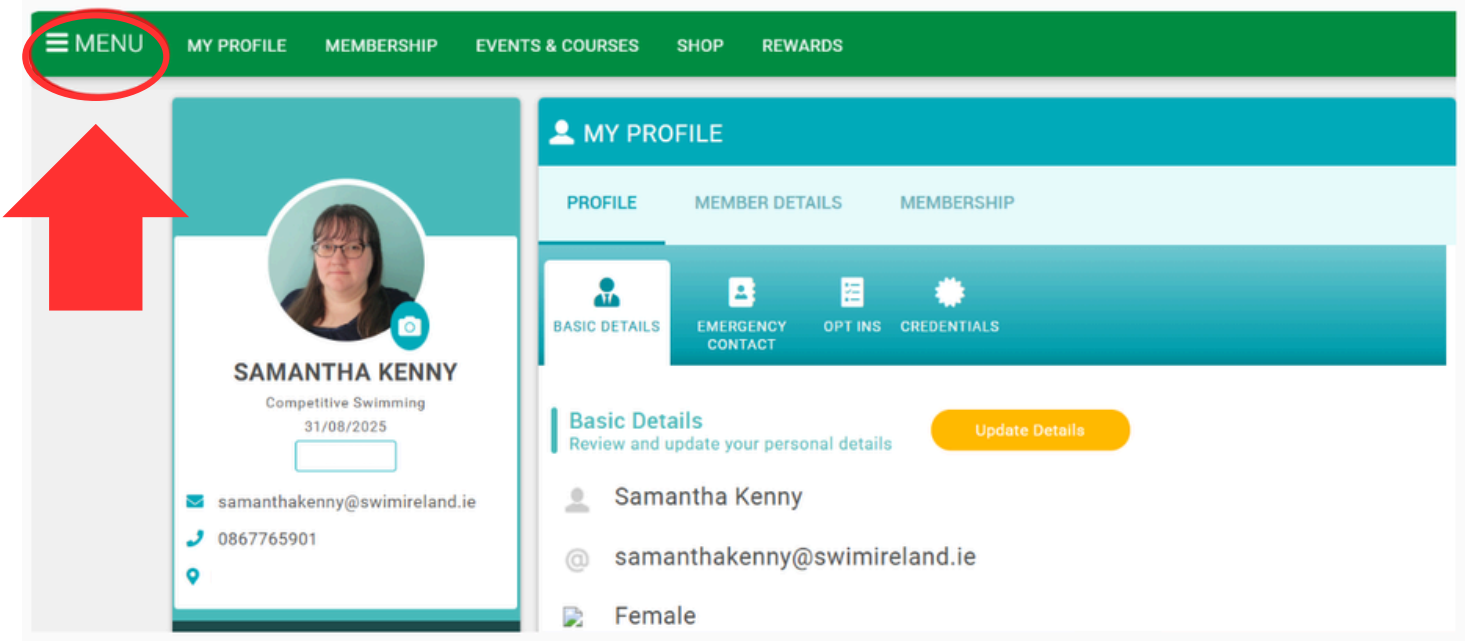
Vetting NVB application Process

Step 1

Click on the link below and log in using your JustGo log in details JustGo sign in page.
JustGo Login Page

Step 2

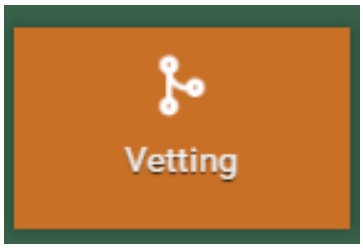
Once logged in, click on the three little lines in the top-left corner of the screen, as shown circled in red in the image below.



Vetting NVB application Process

Step 3

A menu will pop out, scroll to the bottom of the menu, locate the tile shown in the image below and click it.

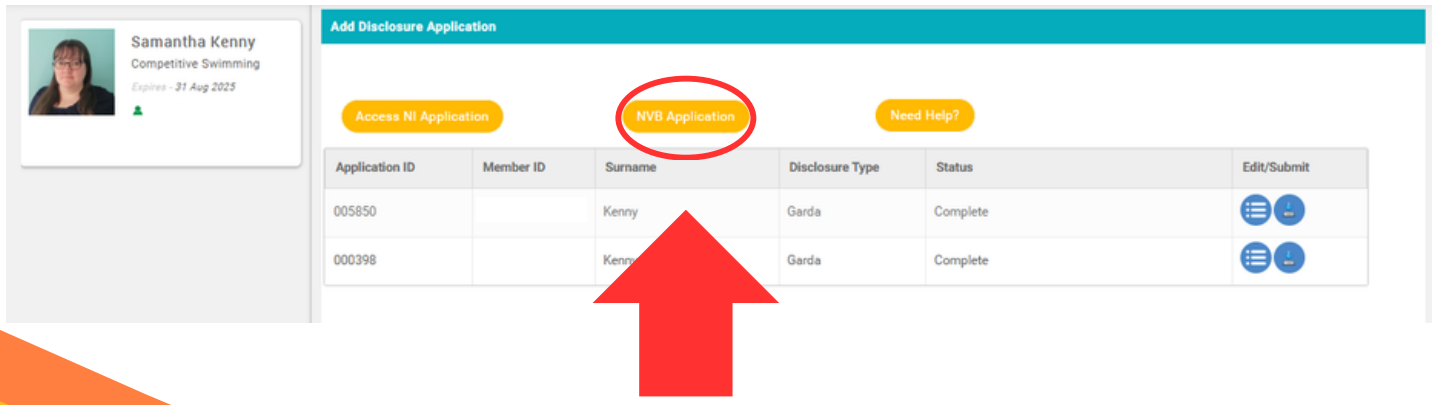


Step 4

This will bring you to your vetting application section.
On completion of the online application, you will be required to download your application form, enclose copies of your identification documentation with the fully completed application form and send the completed application form and copies of your identification to the address below:

Swim Ireland Vetting
ISHQ
Blanchardstown
Dublin
D15 DY62

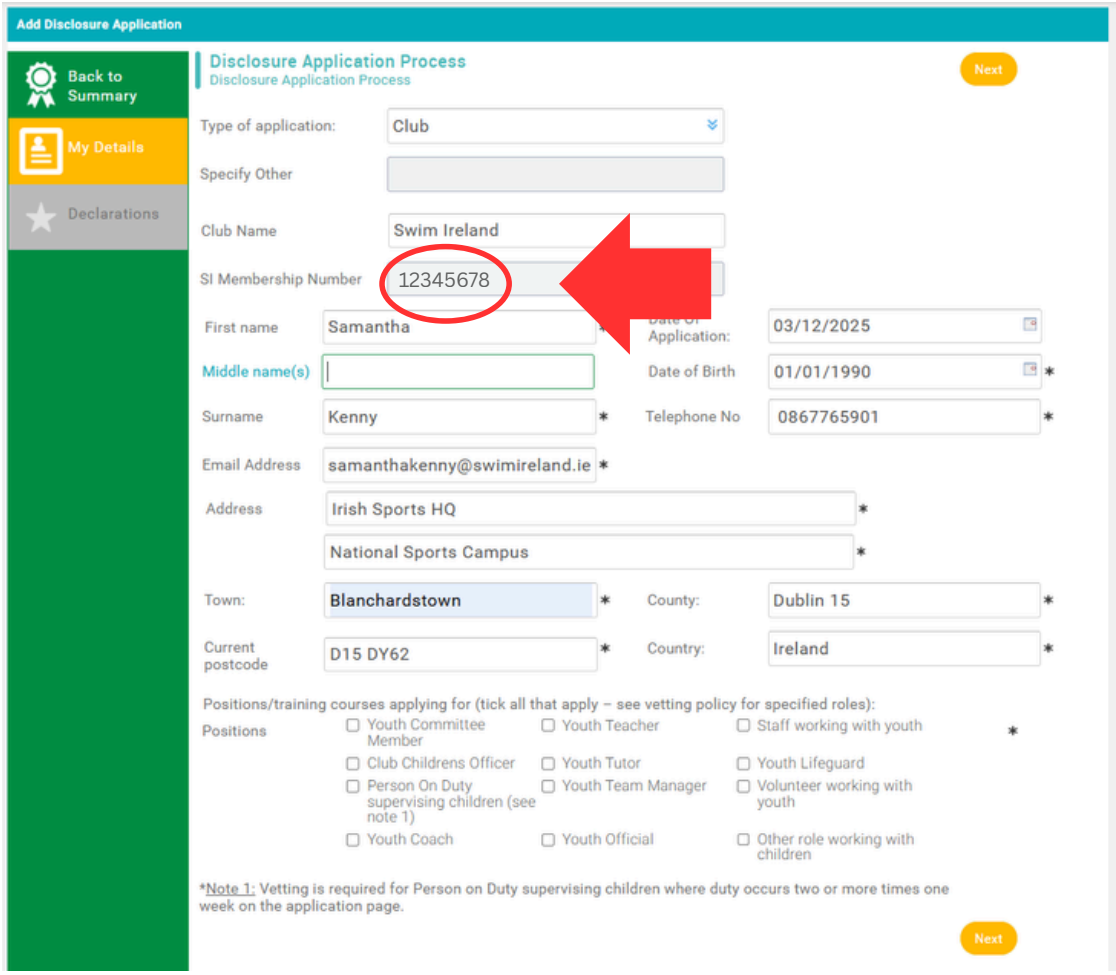
To start your vetting application please click on button marked NVB Application shown circled in red in the image below.



Vetting NVB application Process

Step 5

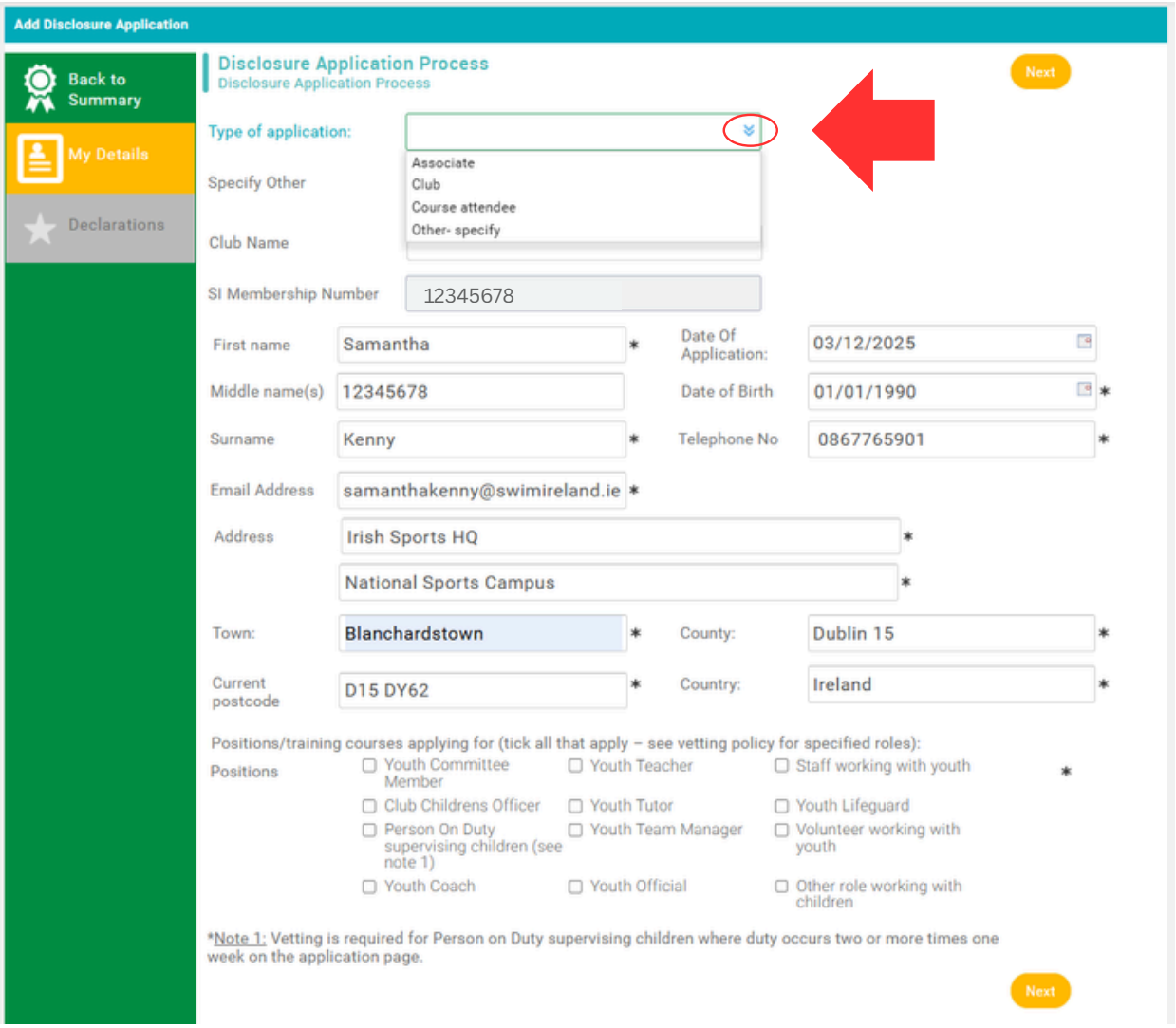
This will bring you to the vetting application form.
Check the Swim Ireland number on the application is your Swim Ireland number. It is shown circled in red in the image below.
It is vital that this is correct and the Swim Ireland number of other family members is not used.
If you notice the number is incorrect, please sign out and log back in with the correct profile.
If you do not have a Swim Ireland number, please create a Swim Ireland profile. For information on this process, please consult the guide on the Club Resources page of the Swim Ireland website.



Vetting NVB application Process

Step 6

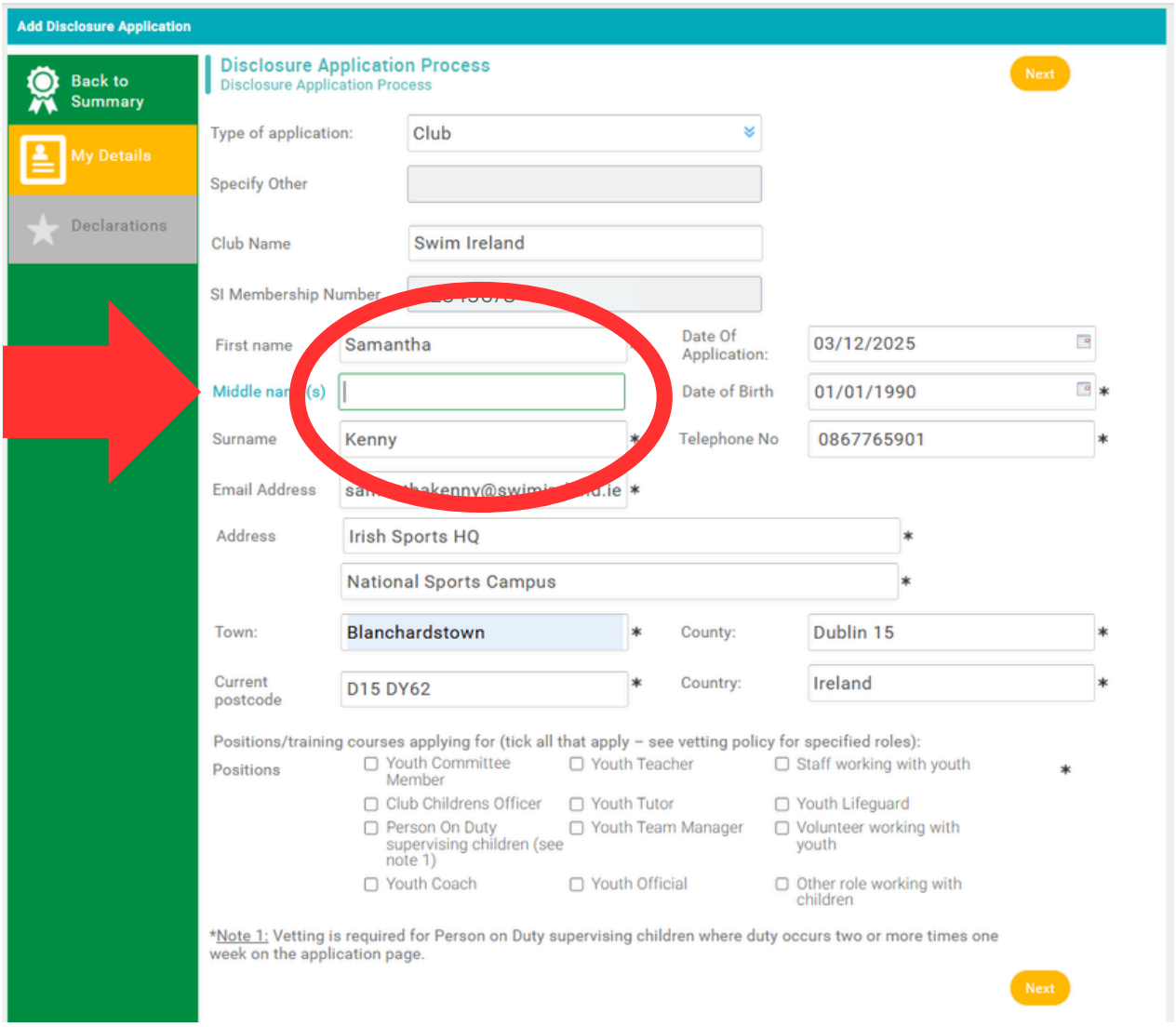
Continue checking the details on the application.
Any details that are incorrect, please go to the “My Profile” section of JustGo and correct the details on your Swim Ireland profile.
Select the application type by clicking on the arrow circled in red in the image below.
If it is a club application fill in the name of the club you are a member of, otherwise leave this blank.



Vetting NVB application Process

Step 7

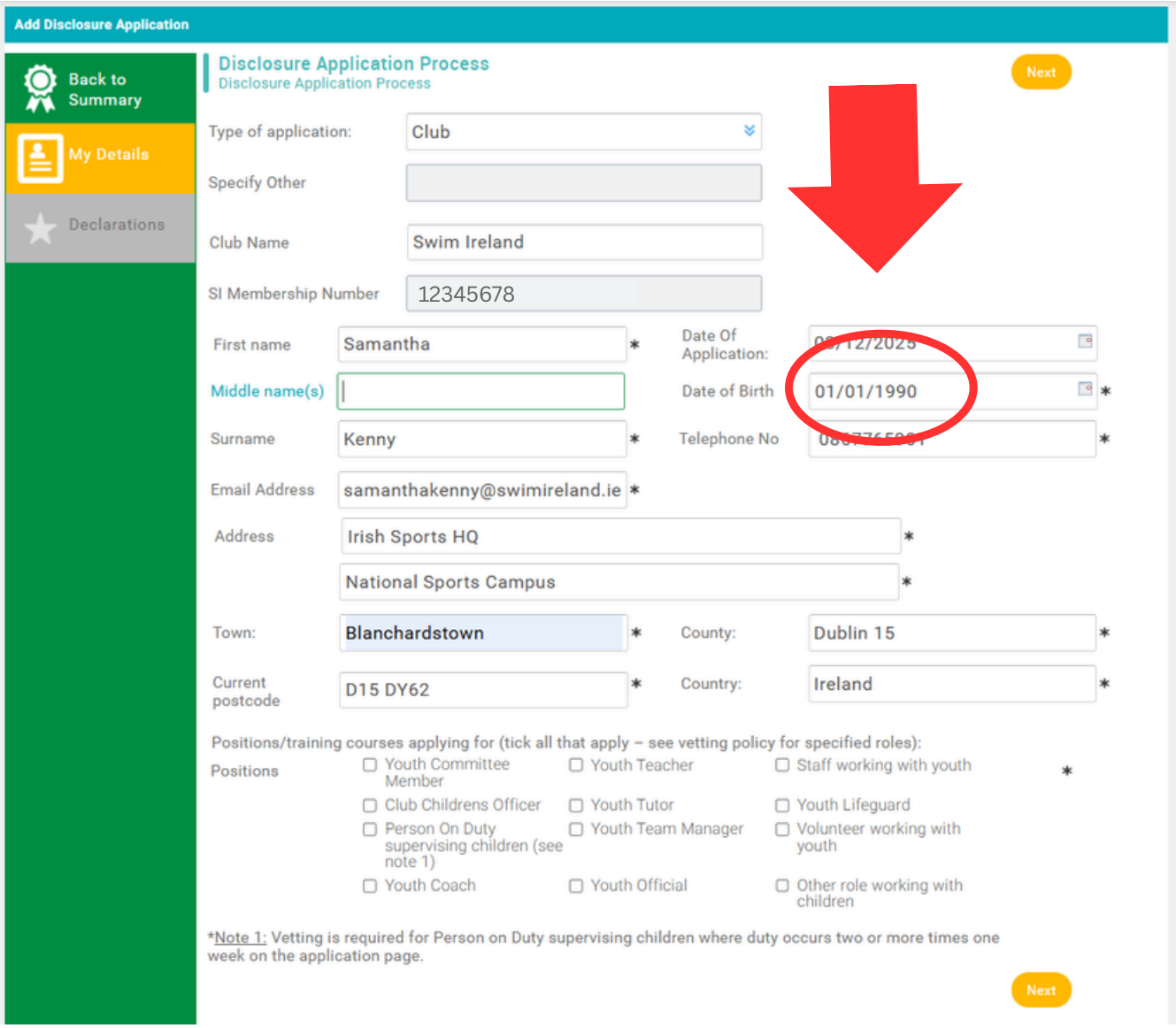
The name on the application form should be the name shown on the photographic ID.
If there is a middle name displayed on the photographic ID, please include the middle name on your application. If there is no middle name displayed, please leave this blank.
Please ensure the name is correctly spelt and is the full name as shown on the ID as if this is incorrect, the application will be rejected.



Vetting NVB application Process

Step 8

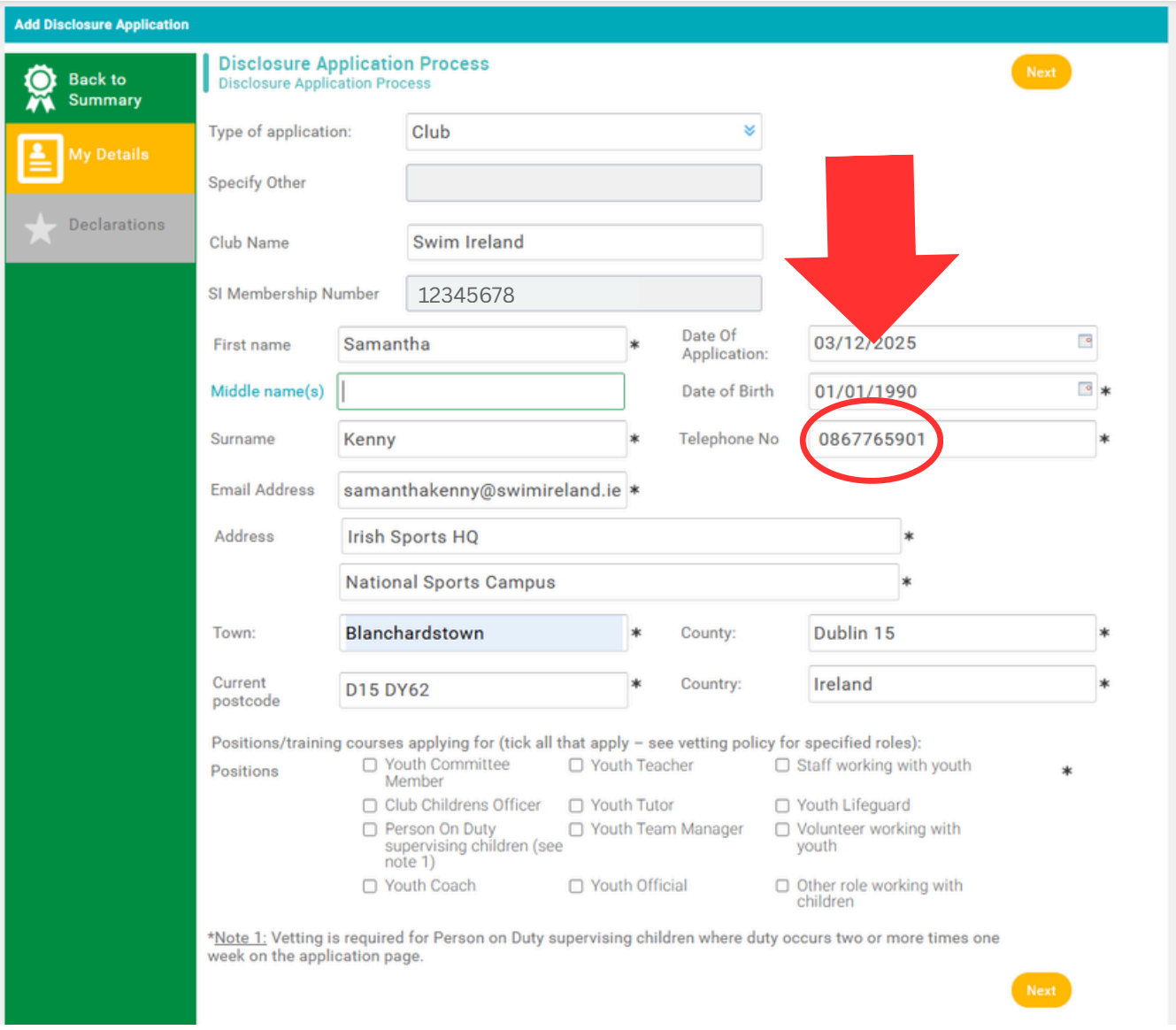
Please check the Date of Birth information, shown circled in red in the image below, This information must be the same information on the photographic ID or the application will be rejected.
The Date of Application does not need to be amended, Please leave this information as it is inputted on the application by default.



Vetting NVB application Process

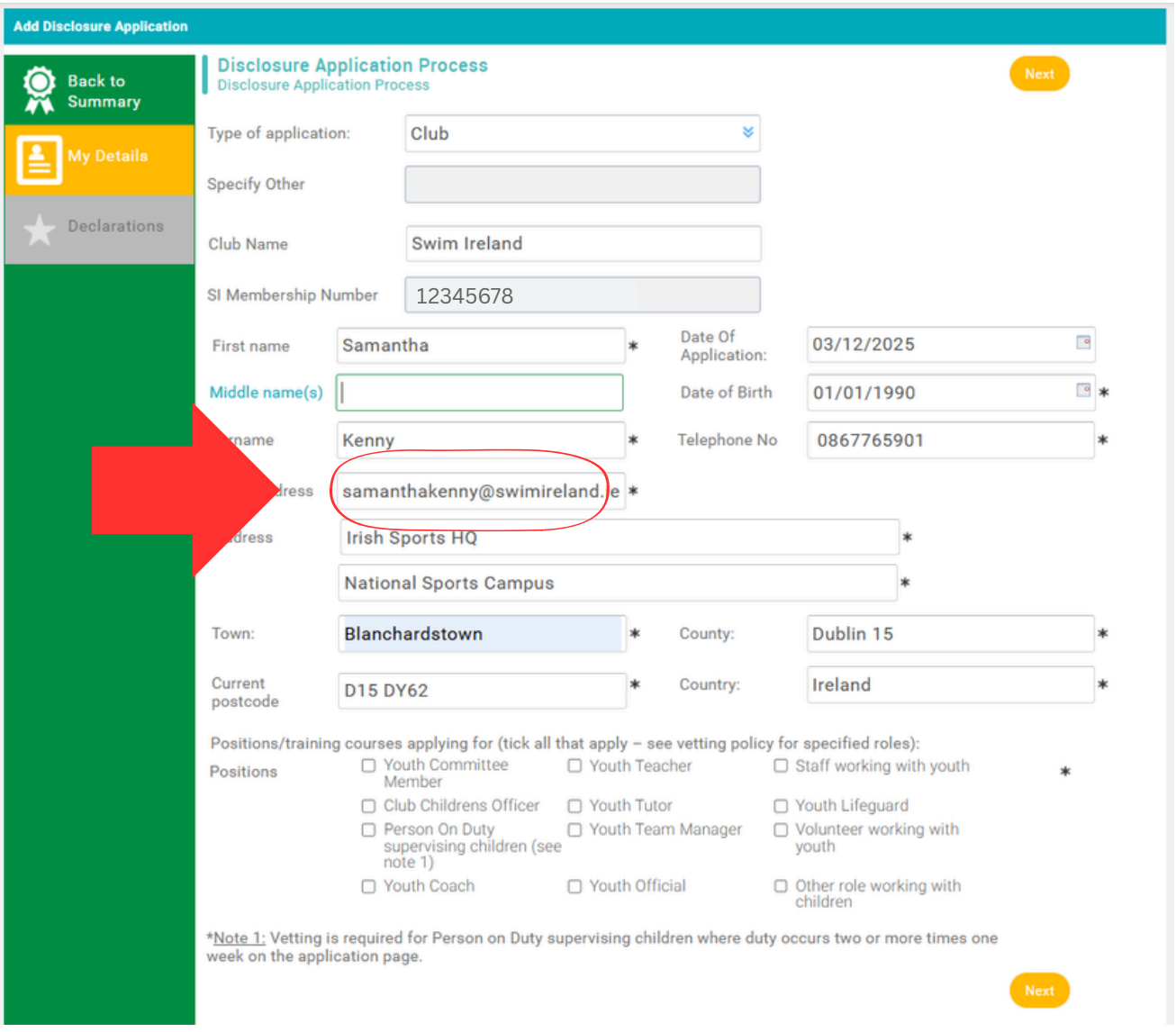
Step 9

The Phone number shown circled in red in the image below should be a phone number that you can currently be contacted on should there be any queries with your vetting application.



Step 10

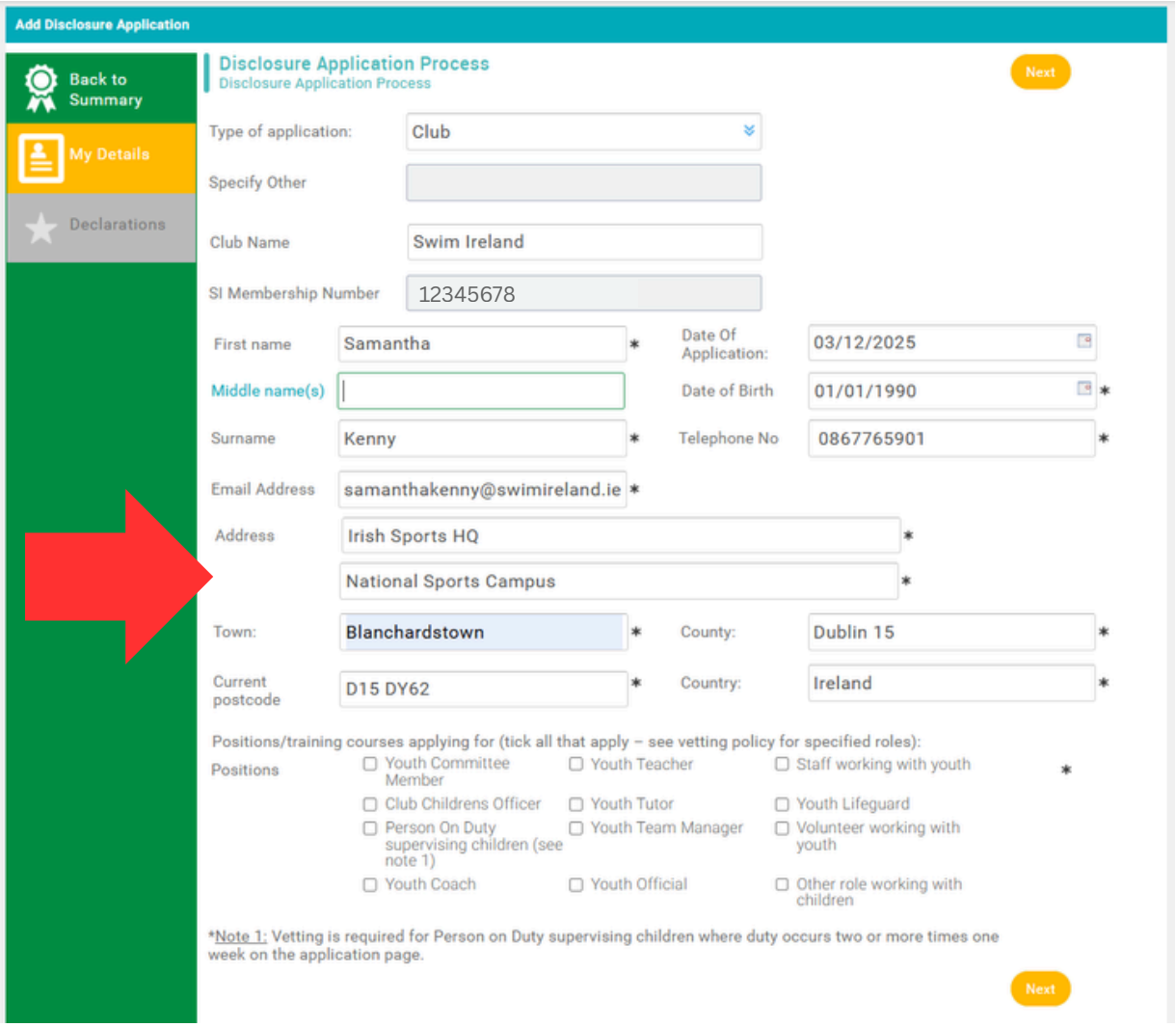
The email address shown circled in red in the image below, must be an email address that the applicant has access to.
The National Vetting Bureau will send an invite to continue the process through their portal to this email address.
If this email address is incorrect, the invite will not be received and the application will not be able to be completed.



Vetting NVB application Process

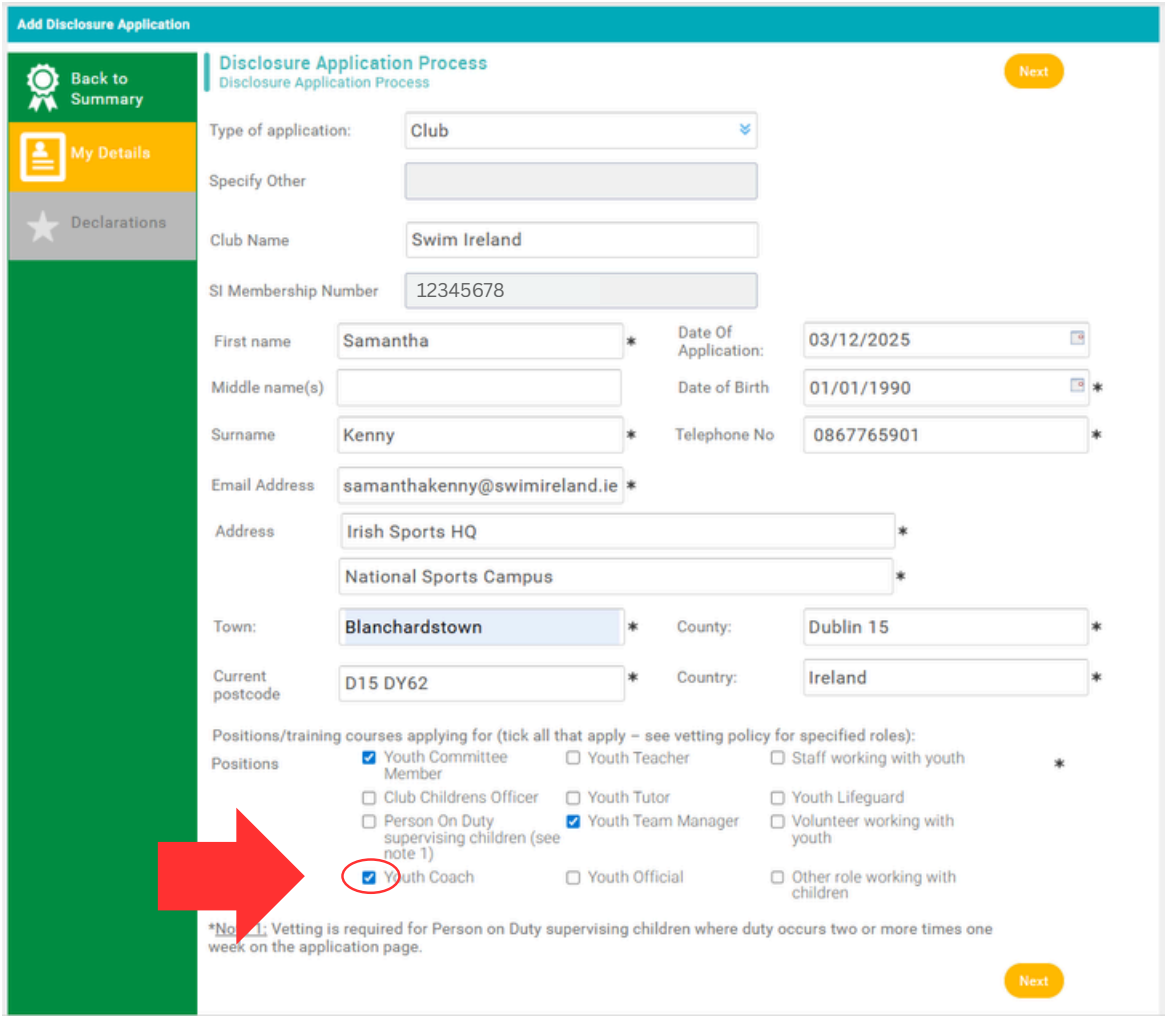
Step 11

The Address shown in the image below by the red arrow, must be the same address supplied on the proof of address. Please ensure all boxes are completed, or the application process can not be progressed.
The proof of address should also match the name on the photographic ID and the application form.
If the name and address on the proof of address does not match the name and address on the application form, the application will be rejected.



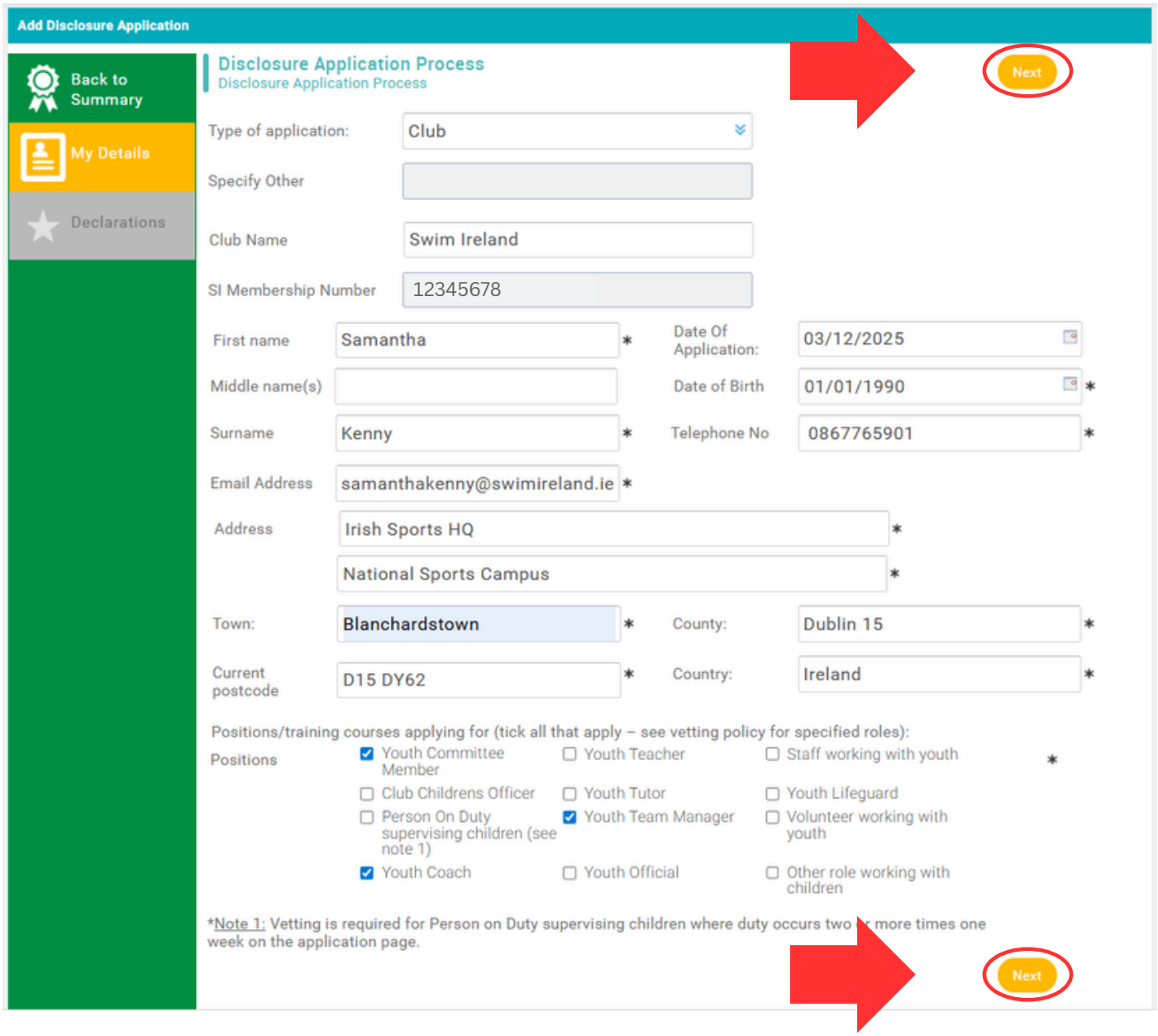
Step 12

Only select the positions you will be acting in, multiple positions can be selected. Select the roles you are applying for by clicking on the small boxes shown circled in red in the image below.
The Person on Duty role only applies to club members, if they are acting in this role 2 or more times per week, do not select this role unless this is the case in your club.
Staff working with youth and Lifeguard roles only apply to Swim Ireland employees.



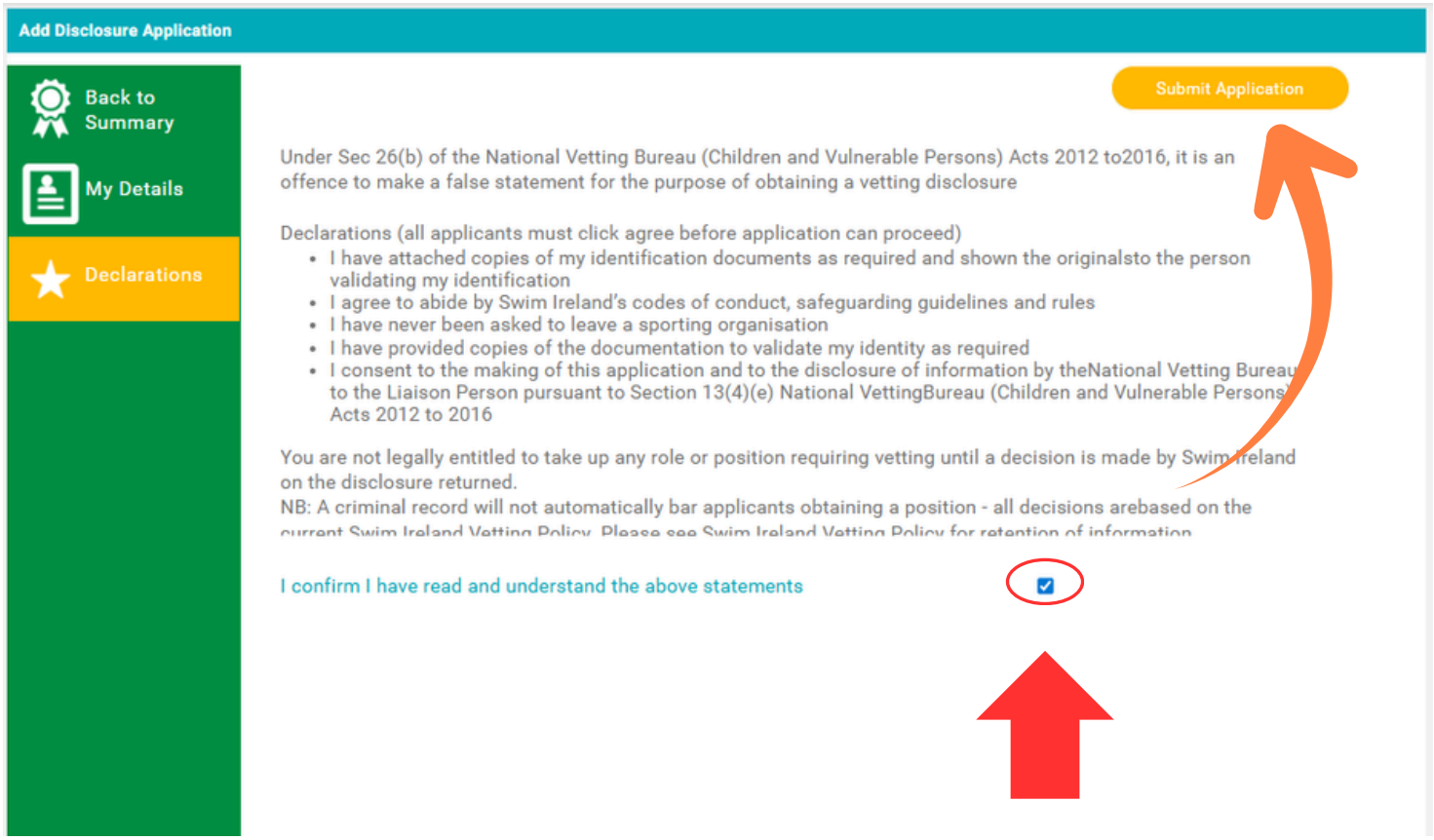
Step 13

Once all details have been checked and the appropriate positions selected, please click on the next button, shown circled in red in the image below, to continue the application process.



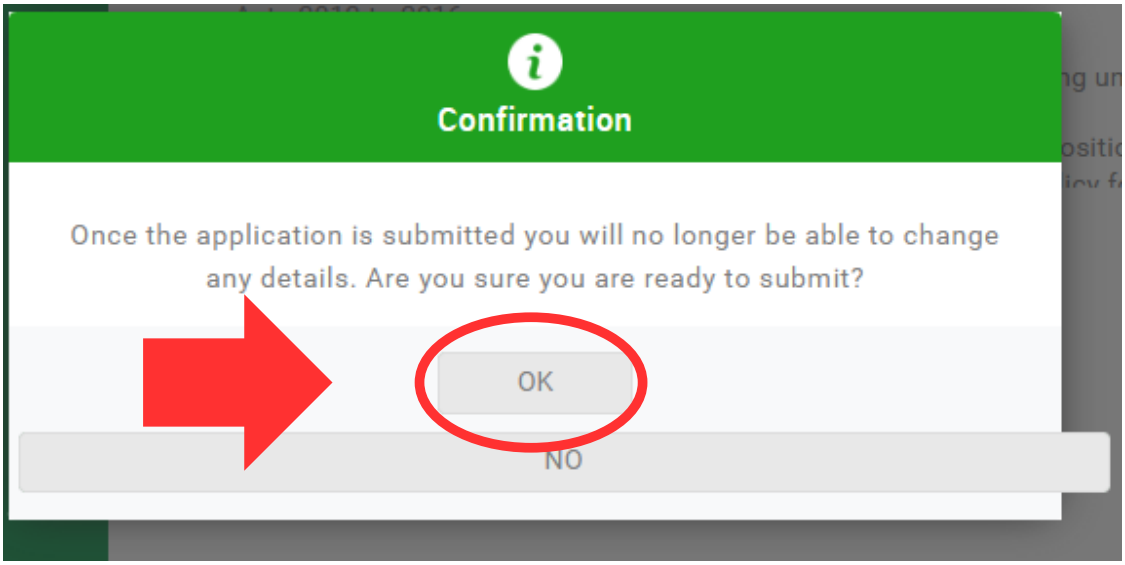
Step 14

This will bring you to the declaration screen.
Read the declaration and check the box shown circled in red in the image below, to state you agree with the declaration.
Once this is done click on the submit application button shown by the orange arrow in the image below.



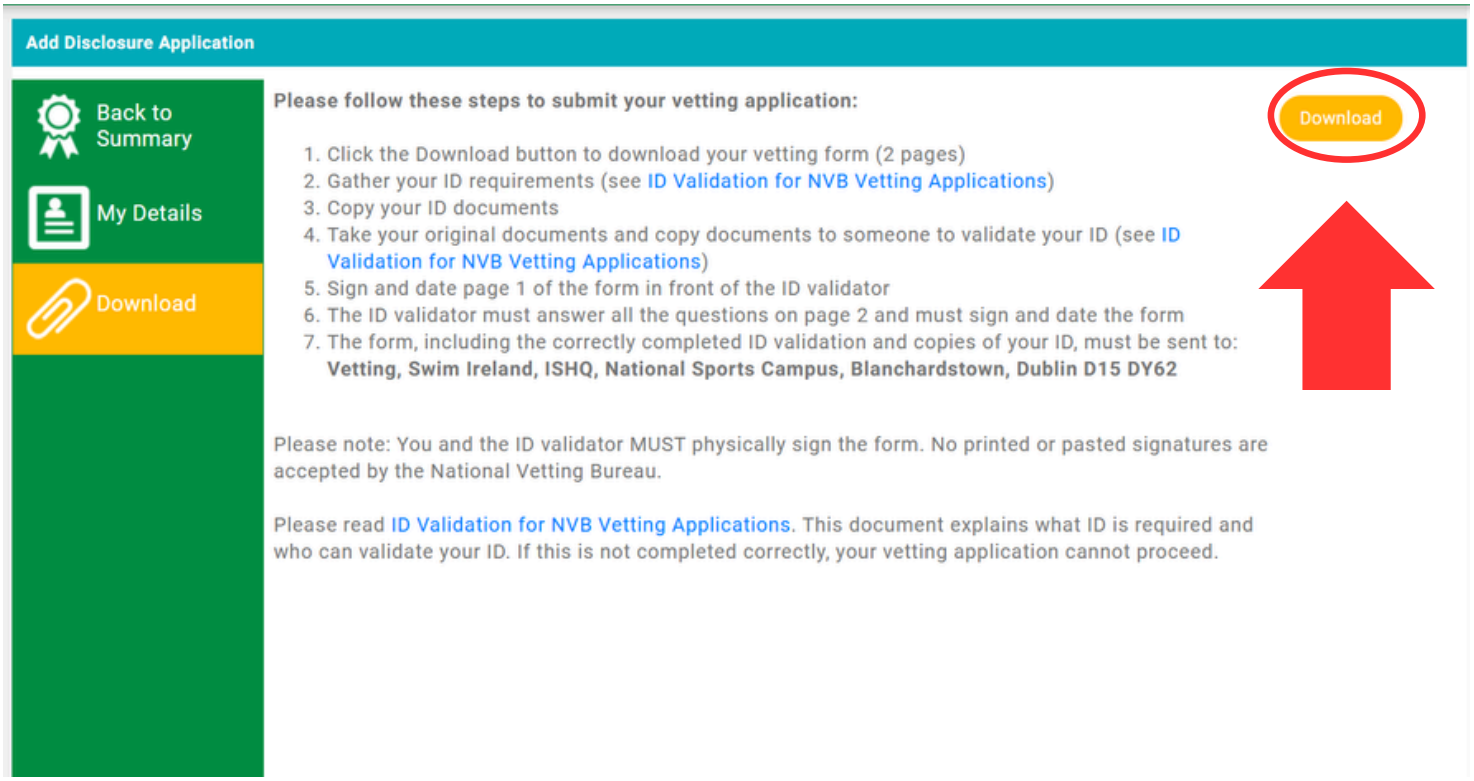
Step 15

A pop up window will appear.
If you are happy with your application and the details, click ok, shown circled in red in the image below.
If you click no, your application will be cancelled and you will need to begin the application process again.



Step 16

On the next screen you will need to download your application to print and continue the application process.
Click the download button shown circled in red in the image below.



Step 17

The vetting application will open in a new window and you will then be able to print it.
It will look similar to the one below.

Your Ref:

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

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.

Forename(s): SAMANTHA

Middle Name(s):

Surname: KENNY

Date Of Birth: 01/01/1990

Email Address: SAMANTHAKENNY@SWIMIRELAND.IE

Contact Number: 0867765901

Role Being Vetted For: YOUTH COMMITTEE MEMBER,YOUTH COACH,YOUTH TEAM MANAGER

Current Address:

Line 1: IRISH SPORTS HQ

Line 2: NATIONAL SPORTS CAMPUS

Line 3: SNUGHBOROUGH ROAD

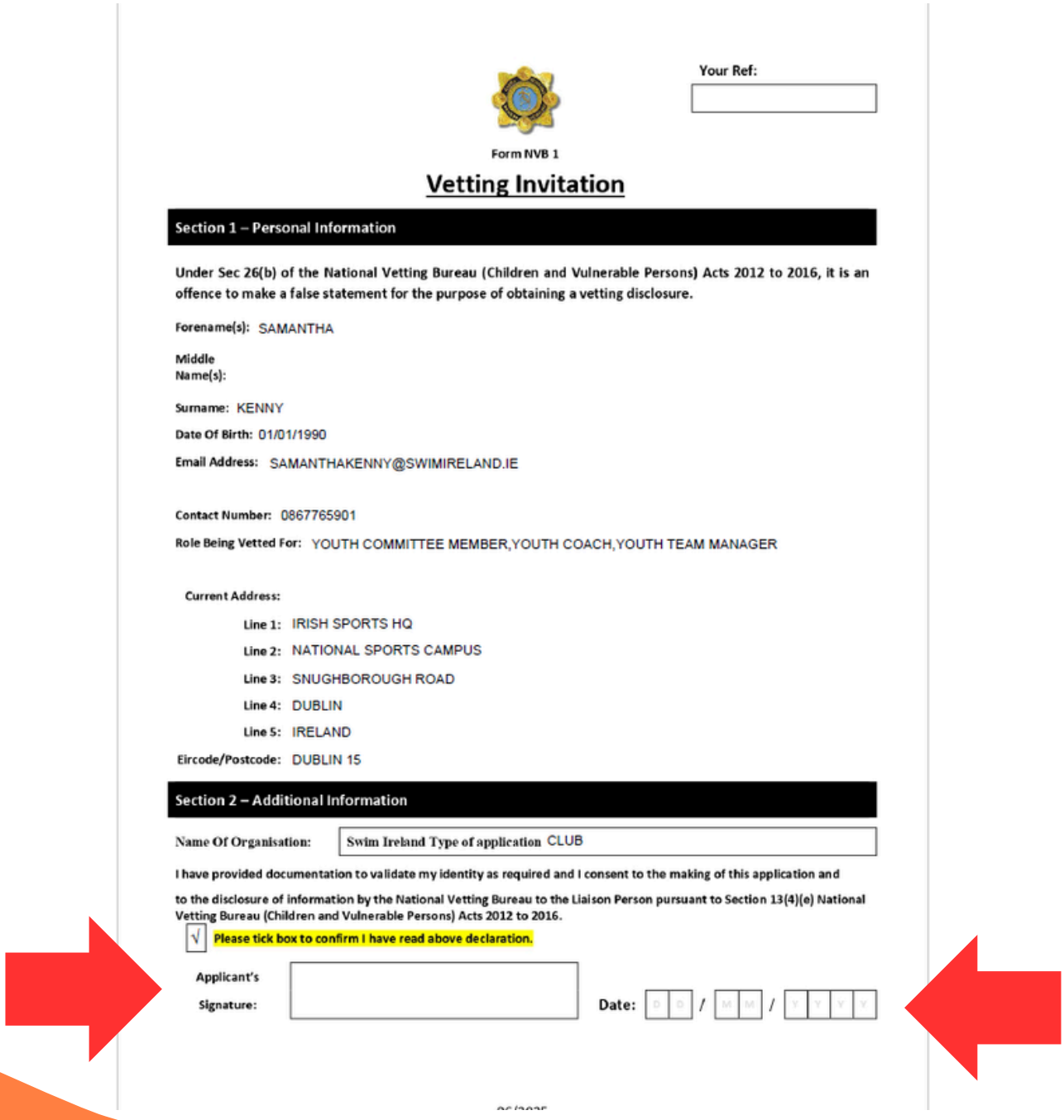
Line 4: DUBLIN

Line 5: IRELAND

Eircode/Postcode: DUBLIN 15

Step 18

Once a copy of the form has been printed, on the printed copy, sign and date the section shown by the red arrow in the image below.
The document must be physically signed by the applicant using a pen.



Your Ref:

Form NVB 1

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Middle Name(s):

Surname: KENNY

Date Of Birth: 01/01/1990

Email Address: SAMANTHAKENNY@SWIMIRELAND.IE

Contact Number: 0867765901

Role Being Vetted For: YOUTH COMMITTEE MEMBER,YOUTH COACH,YOUTH TEAM MANAGER

Current Address:

Line 1: IRISH SPORTS HQ

Line 2: NATIONAL SPORTS CAMPUS

Line 3: SNUGHBOROUGH ROAD

Line 4: DUBLIN

Line 5: IRELAND

Eircode/Postcode: DUBLIN 15

Section 2 – Additional Information

Name Of Organisation: Swim Ireland Type of application CLUB

I have provided documentation to validate my identity as required and 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 I have read above declaration.

Applicant's Signature:

Date: D D / M M / Y Y Y Y

Step 19

Gather the relevant documents required to validate the application form.
The list below shows the accepted documents for validation purposes.
Make copies of the documents to send in with the application form.
If applicant is aged 16 or 17 years old, please include a completed parental consent form, which can be found by clicking on this link

Photographic Documents

Photo Identification – Documents accepted, must be in date
Passport from country of citizenship
Irish Driving Licence or Learner Permit (new credit card format only)
Irish Certificate of Naturalisation
National Identity Card (EU/EEA/Swiss Citizens)

Proof of Address Documents

Proof of Address – Documents accepted, dated within last 6 months	
Category	Document type
Credit Institutions	Bank Statement from recognised bank (private money lenders and Revolut are not accepted)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste, TV licence; insurance) Mobile phone bills are not accepted
Government Bodies	Correspondence from a government department
Local Authorities	Letter from Local Council confirming residency

For applicants aged 16 or 17 years old

Birth certificate *(in place of Part 1 documents)*
Written statement by a school principal or an accredited third level institution confirming the applicant's attendance and address – dated within the last 6 months *(in place of Part 2 documents)*

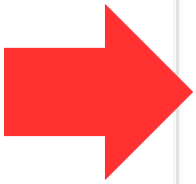
Step 20

Bring the list to an ID Validator and ask them to validate your ID and fill in the back of the application form.
The list below show the relevant people who can act as an ID validator.

Club Members	Non-Club Members
• Club Committee member • Complaints & Disciplinary Officer • Club Children's Officer • Regional Children's Officer • Head Coach (Please note these people must hold this role on the membership system)	• Swim Ireland appointed tutor • Swim Ireland Staff Member • Peace Commissioner • Doctor • Solicitor • Facility Manager (Please note their contact details must be provided)

Step 21

Ask the appropriate ID validator to complete the back page of the application form using the relevant identification provided by the applicant.
The validator must fill in all sections, particularly the section regarding the Document confirmation, highlighted below with the red arrow.
If the section is not correctly completed the application will be rejected.



FOR ID VALIDATOR USE ONLY – Not to be completed by applicant

Identity Document Validation Form

Your Ref: _____

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired?	[ ] Yes [ ] No
Is the photograph on the document a true likeness for the vetting subject?	[ ] Yes [ ] No
Is the photograph of high quality and clear?	[ ] Yes [ ] No
Is the date of birth on the document matching the date provided on the NVB1 Form?	[ ] Yes [ ] No
Is the name on the document exactly matching the name provided on the NVB1 Form?	[ ] Yes [ ] No

Section 2: Proof of Address

Is the address document dated within six months of the consent date?	[ ] Yes [ ] No
Is the address on the proof of address document matching the address provided on the NVB1 Form?	[ ] Yes [ ] No
Is the vetting subject's name included on the proof of address document?	[ ] Yes [ ] No
Is the document acceptable as proof of address document, as per Identity Document Schedule?	[ ] Yes [ ] No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject?	[ ] Yes [ ] No
Is the role accepted to be relevant work or activity?	[ ] Yes [ ] No
Is the Consent Box ticked?	[ ] Yes [ ] No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original)	[ ] Yes [ ] No
Photographic ID document type: _____	[ ] Yes [ ] No
Document Reference No. _____	
Proof of address document type: _____	[ ] Yes [ ] No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

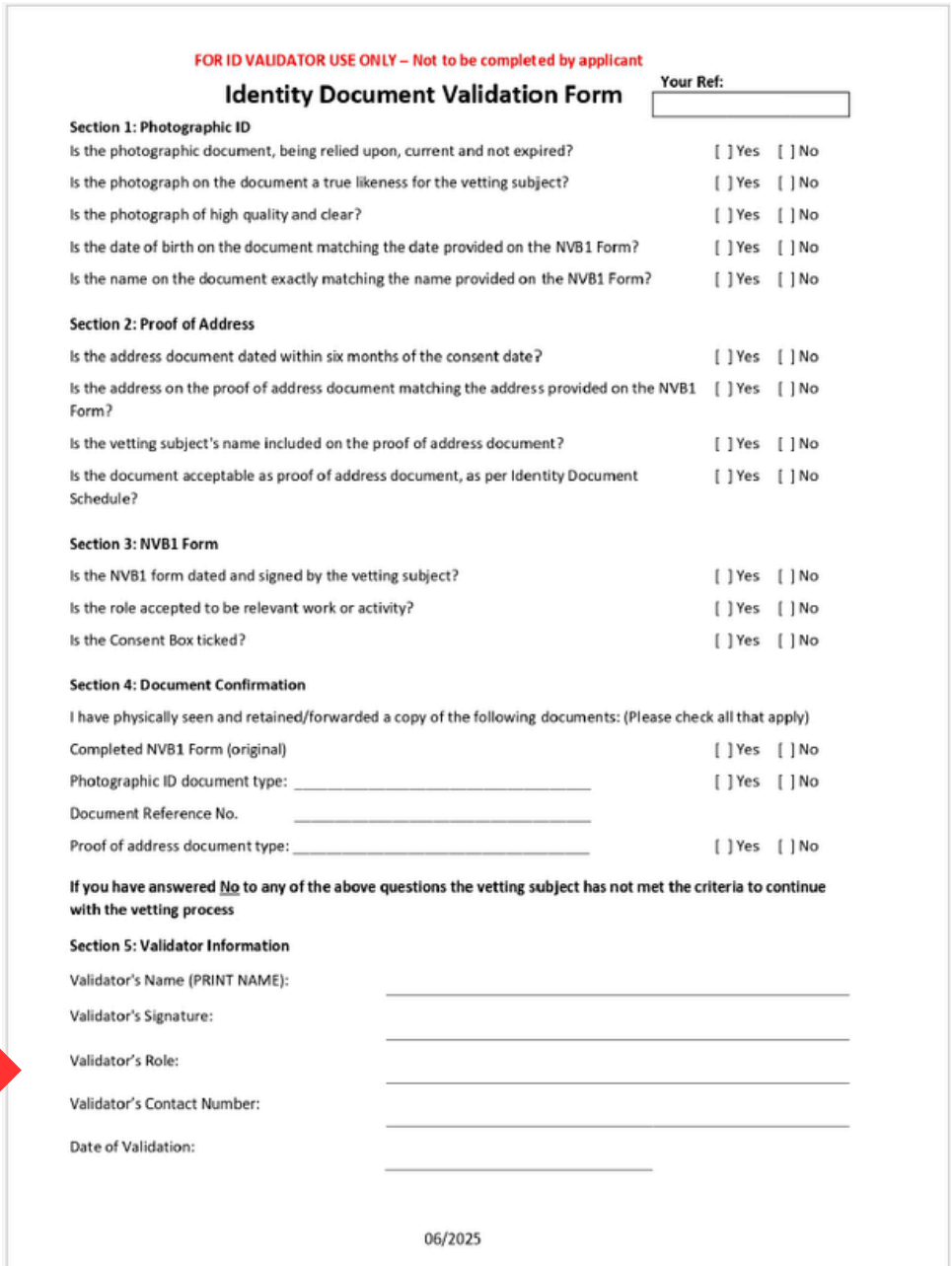
Validator's Contact Number: _____

Date of Validation: _____

06/2025

Step 22

Once the ID Validator has filled in all of the sections appropriately, they must physically sign the form and fill in their details using a pen in the section highlighted by the red arrow in the image below.
If this section is incorrectly completed, the application will be rejected.



FOR ID VALIDATOR USE ONLY – Not to be completed by applicant

Identity Document Validation Form

Your Ref: [ ]

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired? [ ] Yes [ ] No

Is the photograph on the document a true likeness for the vetting subject? [ ] Yes [ ] No

Is the photograph of high quality and clear? [ ] Yes [ ] No

Is the date of birth on the document matching the date provided on the NVB1 Form? [ ] Yes [ ] No

Is the name on the document exactly matching the name provided on the NVB1 Form? [ ] Yes [ ] No

Section 2: Proof of Address

Is the address document dated within six months of the consent date? [ ] Yes [ ] No

Is the address on the proof of address document matching the address provided on the NVB1 Form? [ ] Yes [ ] No

Is the vetting subject's name included on the proof of address document? [ ] Yes [ ] No

Is the document acceptable as proof of address document, as per Identity Document Schedule? [ ] Yes [ ] No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject? [ ] Yes [ ] No

Is the role accepted to be relevant work or activity? [ ] Yes [ ] No

Is the Consent Box ticked? [ ] Yes [ ] No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original) [ ] Yes [ ] No

Photographic ID document type: _____ [ ] Yes [ ] No

Document Reference No. _____

Proof of address document type: _____ [ ] Yes [ ] No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

Validator's Contact Number: _____

Date of Validation: _____

06/2025

Vetting NVB application Process

Step 23

Once the form has been fully completed.
Please post the form and copies of the relevant identification documents to the following address:

Swim Ireland Vetting
ISHQ
Blanchardstown
Dublin
D15 DY62

Step 24

Once the form has been received by the Swim Ireland Vetting team, they will continue to process the vetting application and the National Vetting Bureau will send an invite link to the email address provided.

Applicants must follow the instructions in the emailed vetting invitation and provide the information requested to continue their vetting application.
If any information is incorrectly provided, the vetting application will be refused.
Please ensure the correct countries are selected for all addresses and when completing the online part of this application, the “Do you work with children?” question should be answered with yes.

The vetting process can be delayed if any addresses on the application are outside the EU.
All applicants should apply for vetting in a timely manner, to ensure the vetting application process is completed and the credential is awarded to the profile if appropriate by the date the vetting credential is required.

For further assistance, please check the following webpage:
www.swimireland.ie/vetting