

Instructions - Vetting Invitation Form (NVB 1)

APPLICANTS Aged 16 to 17 Years ONLY

Please carefully read the following guidelines before completing the Vetting Invitation Form (NVB 1)
The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
All applicants will be required to provide documents to validate their identity.

Section 1 – Personal Information

- Insert details for each field, allowing one block letter per box.
- For Date of Birth field, allow one digit per box.
- Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address at which you are now living.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For - Acceptable Roles to Insert on Invitation Form

Tennis Coach	Tennis Club Administrator
Tennis Coach Assistant	Tennis Club Secretary
Tennis Hitting Partner	Junior Tennis Co-Ordinator
Tennis Camp Assistant	Junior Tennis Director
Play and Stay Tennis Assistant	Designated Liaison Person
Junior Supervisor	Tournament Official
Junior Committee member	Tennis Team Captain
Tennis Club Safeguarding Officer	Enjoy Tennis Supervisor
Tennis Club Manager	Tennis Club Children's Officer

**Other roles not
listed in this grid
will not be
accepted.**

Please note: If you are applying for the Level 1 Tennis Coaching Course, **please note Tennis Coach.**

If you are working individually or as part of a committee, team, or group responsible for children's and vulnerable adults' activities, please select the role from the grid above that best reflects your position.

If you are unsure which role applies to you, please contact Tennis Ireland at vetting@tennisireland.ie for clarification.

The Vetting Bureau operates under extremely strict guidelines regarding who can be vetted, in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Section 2 – Additional Information

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements **by signing the application form** at Section 2 and **ticking the box provided.**

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

Please Note:

The Identity Document Validation Form section of this application must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



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Form NVB 1

Vetting Invitation

[illegible]

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PARENT/GUARDIAN CONSENT FORM (NVB 3)

Date Of Birth:[illegible]

Guardian:

[illegible]**Email Address:**[illegible]**Eircode/**[illegible]**Postcode:**

**Parent/Guardian
Signature:**

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Instructions - Identity Document Validation Form – VALIDATOR ONLY

Identity Document Validation to be completed by the appropriate person (validator):

- Designated Liaison Person
- Tennis Club Childrens officer.
- Tennis Club Secretary / Tennis Club Manager / Tennis Club Administrator

The validator form must not be completed by a relative.

It is the responsibility of the person verifying identification that only **original** identification is accepted when validating.

Specific Explanations:

Section 3 – Relevant Work or Activity:

This refers to any work or role involving children or vulnerable adults.

Section 4 – Document Confirmation:

The *Document Reference Number* should correspond to one of the following:

- Passport Number or Driving Licence Number or National Identification Number or Irish Certificate of Naturalisation Number

The National Vetting Bureau and Tennis Ireland regularly audits tennis clubs and tennis organisations, requesting confirmation of the identification method used for applicants and may ask to view ID copies kept on file.

It is essential that a secure record of the method used to verify identification—including photocopies of the documents—is retained by the tennis club or tennis organisation. Please also ensure a copy of the **Identity Document Validation Form** is kept on file for your records.

1 Photo Identification AND 1 Proof of Address

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

If you do not have the documentation above, the following are acceptable:

Two documents must be submitted; one document must be the birth certificate.

Identification
Birth Certificate
Passport from a country of citizenship
Written statement by a school principal confirming attendance (on school letterhead)

FOR 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:

Final Checklist Declarations (please tick) (to be completed by the applicant)

My Parent/Guardian has completed and signed the NVB3 form included in this application ☐

I confirm that **original acceptable identification documents** have been provided to the validator. The appropriate person has completed the **Identity Validation Form** and retained **copies of my ID** for their records. ☐

I have read the **Common Errors** in Appendix 1 and reviewed my application. I understand that an **additional €10.00 fee** will be incurred if my application is incomplete or incorrect, and that this will **delay the processing** of my vetting application. ☐

I understand that the invitation email may be delivered to my parents/guardian junk/spam folder, and that they have **30 days** to complete it. If the invitation expires and the application must be restarted, the individual who submitted my application will incur an **additional €10.00 fee**. ☐

I agree to abide by Tennis Ireland's **Appendix 10 Code of Conduct** and Tennis Ireland's [Safeguarding-Policy-2022.pdf](#) and I agree to abide by my tennis club's / tennis organisation's Code of Conduct ☐

I acknowledge and understand that should my disclosure reveal any criminal offences, such information will be communicated to the relevant tennis clubs or tennis organisations with which I am engaged in a working, assisting, or supervisory capacity. ☐

Signed _____

Date _____

How to submit your forms

Tennis Clubs submitting multiple applications can e-mail them directly to vetting@tennisireland.ie and must keep the original forms on file.

Individuals - You must post the vetting forms to Tennis Ireland and pay the €10 administration fee by cash, cheque, or bank transfer.

Bank Transfer Details (Current Account Euros: Tennis Ireland IBAN- IE81 AIBK 9310 3929 8730 65)

Postal address: Garda Vetting Team Tennis Ireland, Building 2, Sport HQ 2, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15, D15 X6WT.

Appendix 1 Common Errors

Correctly completing Form NVB 1 Vetting Invitation

- Ensure Form 1 is completed in full and accurately.
- The “Role Being Vetted For” must match exactly one role from the acceptable roles table.
- Give consent by ticking the appropriate box, and ensure the date provided is the same date you sign the form.
- A wet signature and wet date are required – electronic signatures are not acceptable.

Correctly Completing the NVB3 Form

- Ensure that the NVB3 form included in this application is fully completed.
- Outdated versions of the form will not be accepted.

Correctly completing Identity Document Validation Form

- The form must be **signed by the appropriate person**, as outlined in the guidelines.
- Ensure that **appropriate ID documents have been produced and verified** – refer to acceptable documentation table above

If any of the above steps are completed incorrectly, the individual who submitted your application will incur an additional fee of €10.00 per incorrect application.

Completing Your Vetting Invitation Within 30 Days

Check your **email inbox**, including your **spam/junk folders**, as the invitation will expire if not completed within 30 days.

If the invitation expires, the process must be restarted, and the individual who submitted your application will incur an additional €10.00 fee

Correctly Completing the Online Part of the Vetting Application

- Ensure you select **YES** to:
“Does the role involve working with children?”
— if your role involves working with children.
- If you have listed any addresses in the **EU**, or in **England, Scotland, Wales, or Northern Ireland**, you must select **YES** to:
“Other than the Republic of Ireland, have you lived in any EU state or in England, Scotland, Wales, or Northern Ireland?”

Failure to accurately complete the online part of the vetting application will result in an additional €10.00 charge to the individual who submitted your application.