

## **Instructions - Vetting Invitation Form (NVB 1) – OVER 18 APPLICANTS 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](mailto: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](mailto: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.

**Your Ref:**

# Form NVB 1

## Vetting Invitation

**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.**

[illegible]

**Name Of Organisation:**

**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.**

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**Please tick box; to confirm I have read above declaration.**

### Applicant's

**Signature:**

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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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 is Mandatory**

Category	Document Type
	<b><u>Photo Identification</u></b>
	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)
	<b><u>Proof of Address</u></b>
<b>Credit Institutions</b>	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
<b>Utility Providers</b>	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
<b>Government Bodies</b>	Correspondence from government departments
<b>Local Authorities</b>	Letter from Local Council confirming residency

**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?         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the photograph on the document a true likeness for the vetting subject?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the photograph of high quality and clear?                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the date of birth on the document matching the date provided on the NVB1 Form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the name on the document exactly matching the name provided on the NVB1 Form?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Section 2: Proof of Address**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the address document dated within six months of the consent date?                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the address on the proof of address document matching the address provided on the NVB1 Form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the vetting subject's name included on the proof of address document?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the document acceptable as proof of address document, as per Identity Document Schedule?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Section 3: NVB1 Form**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the NVB1 form dated and signed by the vetting subject? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the role accepted to be relevant work or activity?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the Consent Box ticked?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> 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)        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Photographic ID document type: _____  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Document Reference No. _____          |                              |                             |
| Proof of address document type: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> 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)**

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 have read and understand **Tennis Ireland's vetting policy** regarding **Police Certificates** and **Character References**. I am aware of what is required from me if applicable and understand that **failure to provide these on time will result in a significant delay** in processing my vetting application. Please see - [Police-Cert-WebPage-Info.pdf](#) ☐

I understand that the invitation email may be delivered to my junk/spam folder, and that I 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 Appendix 10 and [Appendix 10 – Codes of Conduct](#) and Tennis Ireland's [Safeguarding-Policy-2022.pdf](#) ☐

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](mailto: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 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.**