

**Please read the guidance carefully before undertaking your LGFA Garda Vetting Application Process.**

**GENERAL GUIDELINES**

**1. Applicants must complete 2 Forms**

- LGFA Identification Verification Form
- Garda Vetting Form (NVB 2)

2. All sections must be completed fully, correctly, and legibly.

3. If **Applicants are under 18** they must **complete 2 forms listed above plus a Parental Consent Form.**

4. If forms are illegible or incomplete they will be returned directly to the applicant.

5. Please use BLOCK CAPITALS when completing your forms.

6. All forms must be returned to:

The National Children's Officer,  
Ladies Gaelic Football Association,  
Croke Park  
Dublin 3.

**FORM 1 GUIDELINES – LGFA IDENTIFICATION VERIFICATION FORM**

1. The purpose of this form is to verify your identity.
2. Applicants must provide proof of identity and address to the Club Childrens' Officer (or nominated Garda Vetting Administrator).
3. Applicants must achieve 100 points or more on the Proof of Identity scale given below.
4. This ID Verification Form must be signed by the Club Childrens' Officer (or nominated Garda Vetting Administrator).

**Identity Verification for Applicants 16 -18 years of age.**

5. Applicants aged 16 -18 only need to provide proof of identification and not address.
6. Applicants aged 16 -18 must also submit a completed Parental/Guardian Consent Form along with standard Garda Vetting MV2 Form

**Please see below guidelines for proof of identity and address documentation**

**7. ALL FIELDS ON THE IDENTIFICATION FORM ARE MANDATORY**

8. Please note that the Club Childrens' Officer (or nominated Garda Vetting Administrator) may keep a copy of the provided documentation until the Vetting Process has been completed or copies of ID can be sent to Croke Park with application.
9. Once the Childrens' Officer (or nominated Garda Vetting Administrator) has verified the applicant's identity and Form 1 is completed and signed by the applicant may proceed to completing Form 2 – Garda Vetting Form (NVB 2).

<b>PROOF OF IDENTIFICATION</b>	<b>SCORE</b>
<b>Irish driving licence or learner permit (new credit card format)</b>	<b>80</b>
<b>Irish Public Services Card</b>	<b>80</b>
<b>Passport (from country of citizenship)</b>	<b>80</b>
<b>Irish certificate of naturalisation</b>	<b>50</b>
<b>Birth certificate</b>	<b>50</b>
<b>Garda National Immigration Bureau (GNIB) card</b>	<b>50</b>
<b>National Identity Card for EU/EEA/Swiss citizens</b>	<b>50</b>
<b>Irish driving licence or learner permit (old paper format)</b>	<b>40</b>
<b>Employment ID</b>	
<ul style="list-style-type: none"> <li>• ID card issued by employer (with name and address)</li> </ul>	<b>35</b>
<ul style="list-style-type: none"> <li>• ID card issued by employer (name only)</li> </ul>	<b>25</b>
<b>Letter from employer (within last two years)</b>	
<ul style="list-style-type: none"> <li>• Confirming name and address</li> </ul>	<b>35</b>
P60, P45 or Payslip (with home address)	<b>35</b>
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	<b>35</b>
Public services card/social services card/medical card	<b>25</b>
<ul style="list-style-type: none"> <li>• With photograph</li> </ul>	<b>40</b>
Bank/Building Society/Credit Union statement	<b>35</b>
Credit/debit cards/passbooks (only one per institution)	<b>25</b>
National age card (issued by An Garda Síochána)	<b>25</b>
Membership card	
<ul style="list-style-type: none"> <li>• Club, union or trade, professional bodies</li> </ul>	<b>25</b>
<ul style="list-style-type: none"> <li>• Educational institution</li> </ul>	<b>25</b>
Correspondence	
<ul style="list-style-type: none"> <li>• From an educational institution/SUSI/CAO</li> </ul>	<b>20</b>
<ul style="list-style-type: none"> <li>• From an insurance company regarding an active policy</li> </ul>	<b>20</b>
<ul style="list-style-type: none"> <li>• From a bank/credit union or government body or state agency</li> </ul>	<b>20</b>
<b>PROOF OF IDENTIFICATION – CHILDREN UNDER 18</b>	<b>SCORE</b>
<ul style="list-style-type: none"> <li>• Birth certificate</li> </ul>	<b>100</b>
<ul style="list-style-type: none"> <li>• Passport</li> </ul>	<b>100</b>
<ul style="list-style-type: none"> <li>• Student Photographic Identity Card</li> </ul>	<b>100</b>
<ul style="list-style-type: none"> <li>• Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution</li> </ul>	<b>100</b>
<b>RECENT ARRIVAL IN IRELAND (less than 6 weeks)</b>	
<ul style="list-style-type: none"> <li>• Passport</li> </ul>	<b>100</b>
Vetting Subject is unable to achieve 100 points**	
<ul style="list-style-type: none"> <li>• Affidavit witnessed by a Commissioner for Oaths</li> </ul>	<b>100</b>

## **FORM 2 GUIDELINES- GARDA VETTING FORM (NVB 2)**

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be legible.

The Form should be completed in BLACK or BLUE ball point pen.

Photocopies of forms will not be accepted.

All applicants will be required to provide documents to validate their identity (See Form 1)

If the applicant is aged 16 to 18 years of age, a completed NVB 3 – Parent/Guardian Consent form will be required.

In each relevant field, allow one block letter or number per box and an empty box between words. Any fields not applicable to the applicant should be marked “N/A”

**All sections, except section 4 must be completed, if not the form will be returned to the applicant.**

### **Section 1: Personal Details**

For Gender field please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country of Birth as this is a mandatory field.

Please state your Passport Number where applicable.

Please state your Mother’s Maiden Name as stated on your birth certificate.

### **Section 2: Addresses**

**Please enter all your previous addresses in chronological order.**

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

**Insure that all years from birth to present are included.**

For the “Years From” and “Years To”, please specify the year only e.g.

1	9	6	3
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It is permitted to have more than one address in any given year.

### **Section 3: Self Disclosed Criminal Record**

Criminal record means a record of the person’s convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

If an applicant indicates that they do have convictions on their record they must then provide further details in the space provided.

### **Section 4: Liaison Person**

**DO NOT fill out this section**

### **Section 5 Declaration of Consent**

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing.

**NOTE: IF THIS BOX IS NOT TICKED, THE FORM MUST BE RETURNED TO THE APPLICANT.**

### **Section 6: Additional Addresses**

See guidelines for Section 2 Addresses.