

SQUASH IRELAND

Vetting ID Verification Form



In order to proceed with a vetting application, it is a requirement under Garda National Vetting Bureau (GNVB) procedures that the applicant must provide proof of their identity and proof of their current residence.

Section 1: Personal Details and Declaration

Full Name:	
Current Address:	
e-mail address:	
Contact Number:	
Province:	
Club:	
Position or Role being vetted for: <small>List of roles available in Squash Ireland's Vetting Policy.</small>	
PLEASE NOTE: 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, or enabling another person to obtain a vetting disclosure.	

Declaration:

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 the declarations

Signed: _____

Date: _____

Note to applicant: You are not legally entitled to take up any role or position requiring vetting until a decision is made by Squash Ireland on the disclosure returned from the GNVB. NB: A criminal record will not automatically bar an applicant from obtaining a position - all decisions are based on the current Squash Ireland Vetting Policy. Please see Squash Ireland's Vetting Policy for further information.

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Section 2 – Identification Verification

This section must be signed by one of the following:

1. Any member on the current Board of Squash Ireland
2. The COO of Squash Ireland
3. Any member on a current Provincial Board
4. Club Children’s Officer, Secretary or Chairperson of a Squash Ireland Affiliated Club
5. A Squash Ireland Coaching Tutor
6. Signed and stamped at your Local Police station by a Police Officer

Declaration

I verify that I have seen the person detailed above and their original Identification documents. I confirm copies of these documents are attached as indicated in Section 3 below (score must be at least 100).

Signed: _____ Date: _____
Print Name: (_____)

Province / Club: _____

Position: _____

Contact no. or Official stamp: _____

Note to ID Verifier: Do not certify unless satisfied as to the identity of the applicant. You may be contacted to confirm verification.

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Section 3 – Identification Documents

The person signing Section 2 must indicate the ID documents and the copies attached that have been used to verify the identity of the applicant (tick all boxes that apply; score MUST be at least 100). At least one form of photographic evidence must be submitted.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
<ul style="list-style-type: none"> ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> Confirming name and address 	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Social services card/medical card	25	
<ul style="list-style-type: none"> With photograph 	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
Membership card		
<ul style="list-style-type: none"> Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> Educational institution 	25	
National age card (issued by An Garda Síochána)	25	

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Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Children under 18 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points		
• Affidavit witnessed by a Commissioner for Oaths*	100	
TOTAL		

*An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used. When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit. The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a *jurat* on the affidavit. It should only be necessary to need an affidavit in exceptional circumstances when it is not possible to achieve 100 points.

Section 4 – Checklist for applicants

- Section 1: Personal Details and Declaration completed and signed by applicant
- Section 2: Identification Verification completed and signed by specified person
- Section 3: Identification Documents indicated have been copied and attached (score must be at least 100)

This form will be returned if any parts are not fully completed. For guidance, please email vetting@squashireland.ie or contact Gerry Connaughton, Squash Ireland Liaison Person on +353872634313.

**Return all documents together in an envelope to:
Gerry Connaughton, Squash Ireland Liaison Person, 76 Caiseal Na Rí, Cashel, County Tipperary, E25 TD50, Ireland**