



Garda Vetting Procedure – Squash Ireland

Effective: 1st July 2025

Step 1: Download Form

Visit the Squash Ireland website to download:

- NVB 1 Vetting Invitation Form

Step 2: Complete NVB 1 Vetting Invitation Form

Fill in the form with care:

- Full name, current address, date of birth
- Phone and email details
- Clearly defined role within relevant activity
- Tick consent box
- Handwritten signature and date (digital signatures are not accepted)
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Step 3: In-Person Validation

Bring the following to an approved Squash Ireland Validator:

- Original photographic ID and a photocopy
- Original proof of address and a photocopy
- NVB 1 Vetting Invitation Form with Section 1 and 2 of the Vetting Invitation completed by the applicant



Identity Document Schedule

This schedule lists the documentation that the Garda National Vetting Bureau (GNVB) will only accept when processing vetting applications.

Accepted Documentation Table (Applicants Over 18)

Category	Document Type
	Photo Identification
	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)
	Proof of Address
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

Accepted Identity Documents (Applicants between 16 and 18)

Only in circumstances where an applicant does not have documentation outlined in the accepted documentation table above will the following be accepted, **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)

Strict adherence: Only the documents listed are acceptable



Approved Validators

All validation is done in-house by:

- Any member on the current Board of Squash Ireland
- The COO of Squash Ireland
- Any member on a current Provincial Board
- Any committee member of a Squash Ireland Affiliated Club

Validators must:

- Complete the NVB 1 & Identity Document Form
- Verify the applicant matches the documents
- Tick “Yes” in all relevant sections of the Validation Form
- Clearly record name, role, organisation, and sign/date the form

Step 4: Submit by Post

Mail the completed materials to:

Gerry Connaughton

Squash Ireland Liaison Person

76 Caiseal Na Rí

Cashel, Co. Tipperary

E25 TD50

Ireland

Include:

- Completed NVB 1 Form
- Completed Validation Form
- Photocopy of photo ID
- Photocopy of proof of address



Step 5–7: Application Review & Online Completion

- Liaison Person reviews the documents and follows up if needed.
- Details are uploaded to the GNVB portal.
- Applicant receives an email with a link to complete the vetting application online.

Important Tips:

- Include accurate postcodes for UK addresses
- Avoid gaps in address history
- Complete this stage within **30 days**

Step 8–10: GNVB Processing & Disclosure

- GNVB performs background checks
- Vetting disclosure is sent directly to the Liaison Person
- Disclosure is forwarded to the applicant

Step 11: Data Retention

Purpose:

- Compliance with Vetting Act
- Prevent and investigate offences
- Ensure proper vetting procedures

Retention Details:

- Identity documents and NVB 1 forms kept as hard copies for 6 months, then optionally digitised
- Active individuals: data retained during engagement
- Inactive individuals: data destroyed within 12 months
- GNVB disclosures: retained for up to one year unless otherwise required