

# IRISH SQUASH

## Vetting ID Verification Form



IRISH SQUASH

In order to proceed with a vetting application it is a requirement under National Vetting Bureau (NVB) 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 Irish Squash Vetting Policy.</small>	
<b>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.</b>	

### 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 Irish Squash on the disclosure returned from the NVB. NB: A criminal record will not automatically bar an applicant from obtaining a position - all decisions are based on the current Irish Squash Vetting Policy. Please see Irish Squash Vetting Policy for further information.

# IRISH SQUASH

## Vetting ID Verification Form



IRISH SQUASH

### Section 2 – Identification Verification

This section must be signed by one of the following:

1. Any member on the current Board of Irish Squash
2. The COO of Irish Squash
3. Any member on a current Provincial Board
4. Club Children's Officer, Secretary or Chairperson of an Irish Squash Affiliated Club
5. An Irish Squash Coaching Tutor
6. Signed and stamped at a Garda Station by a member of An Garda Síochána

### 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.

# IRISH SQUASH

## Vetting ID Verification Form



**IRISH SQUASH**

### 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	
<b>Employment ID</b>		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
<b>Letter from employer (within last two years)</b>		
• Confirming name and address	35	
<b>P60, P45 or Payslip (with home address)</b>	35	
<b>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)</b>	35	
<b>Social services card/medical card</b>	25	
• With photograph	40	
<b>Bank/Building Society/Credit Union statement</b>	35	
<b>Credit/debit cards/passbooks (only one per institution)</b>	25	
<b>Membership card</b>		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
<b>National age card (issued by An Garda Síochána)</b>	25	

# IRISH SQUASH

## Vetting ID Verification Form



**IRISH SQUASH**

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

\*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 [irishsquashvetting@gmail.com](mailto:irishsquashvetting@gmail.com) or contact Gerry Connaughton, Irish Squash Liaison Person on 087 263 4313.**

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