

Step by Step Guide to Individual Garda Vetting

1. Download the IPBA Garda Vetting Application Form.
2. Complete the form and send it to Brian MacMahon, 39 Pondfields, New Ross, County Wexford. Y34 A326
3. **Enclose copies of TWO forms of ID** – one of which should be a **Photo ID** and the other a **Proof of Current Address**. See below for further information.
4. All submissions for Vetting to the IPBA Vetting Officer must be submitted by a band's Designated Liaison Person (Child Protection Officer) rather than by the individual applying to be vetted.
5. The band's Designated Liaison Person must write the relevant day's date on each item. He/she must print his/her name on each of the items being submitted for identity purposes. The DLP must also initial or sign the documents.
6. The names, addresses and DOBs on the documents must be the same as on the Application Form (form NVB1).
7. Enclose a cheque for €10 payable to IPBA. (Please note that the €10 fee covers Carlow Volunteer Centre expenses and the Garda Vetting charge. The IPBA lodges the cheque and pays Carlow Volunteer Centre by quarterly invoice) .
8. Carlow Volunteer Centre will create an e-vetting invitation using the data from this form and issue an invitation to you via an email link.
9. An electronic invitation via a secure email link will be issued to you and you can track your own application.
10. **The Link issued to you will remain active for 30 days only**. If you don't complete your online application in that time, you will need to start over again and go back to step 1. You will also be charged a second time.
11. On completion of your Garda Vetting , which should be within two weeks of receipt of your electronic application , The IPBA will receive your Garda Vetting. A copy of the Vetting Certificate will be e-mailed to you.
12. If you have any queries regarding Garda Vetting , you can contact the Garda Vetting officer of the IPBA using the contact Brian Mac Mahon on ipba@icloud.com or 0868326316.

Please note the following :

THE NATIONAL VETTING BUREAU HAS ADVISED THAT ANY NORTHERN IRELAND ADDRESSES MUST HAVE THE 7 DIGIT POSTCODE OR THE APPLICATION WILL BE RETURNED TO BE COMPLETED AGAIN.

Forms of ID acceptable :

1. **Photo ID** : Passport, ID card with photo ; Driver's Licence, etc.
2. **Verification of Current Address** : Identification should be produced for the purpose of the verification of current address and may include recent utility bill (gas, telephone and electricity), Bank / Building Society / Credit Union statement heading and birth certificate. **All that is required is the Heading Part of your utility bill or statement** i.e. the part that shows your address and name.

In the absence of this documentation, an applicant has the option of swearing an Affidavit / Affirmation before a Commissioner of Oaths to verify their identity. Please note there may be separate requirements by a Commissioner of Oaths in this regard.