

IPBA Step by Step Guide to Individual Garda Vetting

- Garda Vetting is a LEGAL requirement for all instructors, coaches, or teachers of children. Therefore, the only persons in a pipe band who need to be Garda Vetted are the piping, drumming, or drum major instructors.
- The IPBA Vetting Officer and Validator is Brian Mac Mahon. (ipba@icloud.com Mobile number : 0868326316 .)
- Garda vetting is NOT a personality check on a person's suitability to be an instructor of children: it is merely a check to see if the person has a criminal recording pertaining to child abuse.
- TWO forms of ID are required (Photo ID and Proof of Address) . The names, addresses and DOBs on the documents must be the same as on the Application Form (form NVB1). ID provided must match the applicant's name. (e.g. Do not use maiden name, etc.)
- Only documents listed in the official Identity Document Schedule may be used for validation purposes. See the table below. There are no exceptions to this rule. If a document does not appear on the accepted Identity Document Schedule, it cannot be accepted — regardless of circumstance. This ensures a consistent, fair, and compliant approach.
- Proof of Address must match the Photo ID and must be within 6 months of the date of the application.
- For proof of address, all that is required is the Heading Part of your utility bill or statement i.e. the part that shows your address and name. The Name and Address of the applicant must be evident.
- A Validator is required by the Garda Vetting Bureau to validate identity documents. Validation of ID documents requires 'face to face' validation of documents **by the IPBA appointed Validator** . In other words, photo ID documents and proof of address documents **must be seen in person and verified** (name, position, organisation and date validated) prior to the application being entered onto the Garda National Vetting Bureau portal.
- The Date of Validation must match the NVB1 form Date of Consent.
- Eircodes /postcodes must be included on application forms .
- There is a fee of €10 payable to the for each Garad Vetting application. 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.

Identity document schedule - Over 18 applicants

Category	Document Type
	<u>Photo Identification</u>
	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)
	<u>Proof of Address</u>
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

Steps to Follow to have a Pipe Band Instructor Garda Vetted

1. Download the IPBA Garda Vetting Application Form (Updated September 2026)
2. The band's Designated Liaison Person (Child Protection Officer) should contact Brian Mac Mahon to arrange verification of Identity Documents.
3. Once ID documents are validated, the IPBA Vetting Officer enters the information into the Carlow Volunteer Garda Vetting Portal.
4. All forms and ID documents are kept in secure file by the IPBA Vetting Officer.

5. Carlow Volunteer Centre will create an e-vetting invitation using the data supplied.
6. An electronic invitation via a secure email link will be issued to your band instructor and the instructor can then track his/her own application.
7. **The Link issued to your band instructor will remain active for 30 days only.** If he/she doesn't complete their online application in that time, the process will need to start over again. You will also be charged a second time.
8. On completion of the Garda Vetting, which should be within two weeks of receipt of the electronic application, the IPBA Vetting Officer will receive the Garda Vetting Certificate. A copy of the Vetting Certificate will then be e-mailed to the instructor.

What happens if an IPBA member has a criminal record?

- The fact of having a criminal record does not preclude a person from becoming a pipe band instructor.
- All certificates are issued to the DLP of the IPBA and will state whether or not a person has a criminal record. It will also state the nature of the criminal offence.
- If the criminal record involves abuse of children or vulnerable adults, then that person cannot, under any circumstances, be involved in instructing children. The IPBA DLP will inform the band DLP of the nature of the offence.
- If a person has been found guilty of a serious crime (armed robbery, murder, assault occasioning harm, domestic violence, sexual violence), then the band DLP will be advised by the IPBA DLP of the nature of that offence.
- Road traffic and other less serious offences are not deemed to be of importance when considering suitability to teach children and will remain confidential.