

## Confederation of Golf in Ireland - Garda Vetting Process & ID Check

Thank you for agreeing to complete the Garda vetting process. Please complete your details below so that we may contact you directly if details are missing from your form or if we need to provide you with information from the GV unit.

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Club / Organisation:** \_\_\_\_\_

Vetting is an important step in implementing your Club's Safeguarding Child Protection Policy. The Garda vetting process is just **one** step in the process of implementing the 'Code', **leaders should also sign a code of conduct annually within their club / organisation** and children and leaders should be adequately supervised. Vetting checks should be carried out every 3-years.

When you are no longer working with young people in golf please inform us and we will delete the relevant information from the vetting database.

The following is some information to assist you in completing the form in an efficient manner.

- Fill out the form yourself - do not bring it to a local garda station.
- Ask your secretary /general manager or Hon. Sec. to complete an ID check, see notes below
- **Return the form to Confedreation of Golf.** The form is signed by CGI on behalf of 'Golf' who will send all forms to the Garda Central Vetting Unit
- List all addresses, starting at your first address at birth up to the present time, even if you have lived outside of Ireland
- State full name, do not use initials, e.g., Tom J Murphy v Tom John Murphy
- Print the information, forms that cannot be read are returned to CGI by the GVCU
- Include your date of birth – forms can't be processed without it
- Declare all convictions or cases pending, even if you don't think it's relevant. Failure to state all offences is read as applicant not declaring truthfully all information to an organisation
- Sign the form and list your position within golf, e.g. professional, selector, committee member working with young people.

Forms will be sent to the central vetting unit and returned to CGI, the process normally takes 4 weeks but can take longer for addresses outside of ROI.

**Applicants will receive an email from CGI to outline the date you have completed the process.** If there is information on file you will be contacted if relevant to your role in the club; the club/organisation will be informed of the decision as to whether information on file is relevant to your role within the organisation. The information will be shared with any relevant parties.

Please complete the form Garda Vetting Form on the CGI website and your details above and return both to Garda Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare. If you have any questions please contact Anne Marie on 087 2271509 / Fiona 01 505400

## Garda Vetting – IDENTITY CHECK

The Secretary Manager/General Manager **OR** Hon. Secretary of your club/organisation is the designated person authorised to check the applicant's identity.

**Three** documents must be produced; one from Group 1 and two from Group 2, see lists overleaf. Please detail below valid documents that are being used to verify the applicant's identify. It is preferred that at least 1 of these documents includes photographic identification.

Name of Individual being checked .....

GROUP 1 (i) .....

GROUP 2 (ii) .....

(iii) .....

### Hon. Secretary OR Secretary Manager DECLARATION

I have checked the identity of the individual in the attached application form against the documents listed above and confirm that this is the person who is applying for a disclosure certificate. I have informed the applicant that this information will be passed to the Confederation of Golf in Ireland and they have agreed to share their personal information with CGI and appropriate, relevant golf organisations.

Name.....

Role (circle as appropriate) Secretary/General Manager / Hon. Secretary

Name of Club/Organisation .....

Signed..... Date.....

### WARNING

It is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

***Please return this declaration form*** with the Garda Vetting form to: Vetting Department, Confederation of Golf in Ireland, Carton Demesne, Maynooth, Co. Kildare



## Proving identity

You will be asked to produce several documents to prove your identity. Please use the documents below to assist your Secretary Manager / Hon Sec. to verify your identification. Three documents must be produced, **one from group 1 and two from Group 2**. If this is not possible **four documents from Group 2** must be produced. It is preferred that at least one of these includes photographic identification. This ID validation form will be made available to GVCU on request.

### Group 1

- Current Passport (any Nationality)
- National Identity Card from EU/EEA Member States or Switzerland
- Current Driving Licence (UK, ROI, Isle of Man, Channel Islands or any EU country)
- Original Birth Certificate / Adoption Certificate (ROI, UK, Isle of Man or Channel Islands)

### Group 2

- Marriage/Civil Partnership Certificate issued in ROI, NI or GB plus a supplementary ID to prove maiden name
- Public Services Card issued by Dept. of Social Protection
- Free Travel Pass Card issued by Dept. of Social Protection
- Student Identity Card issued in the ROI by a recognized 3<sup>rd</sup> level institution plus British Certificate issued in ROI, NI or GB
- Diplomatic ID card issued by Dept. of Foreign Affairs & Trade (ROI)
- Irish Travel Document (this is a document which assists qualifying non Irish Nationals who are resident in the State to travel, issued by Irish Naturalisation and Immigration Service)
- Bank / Building Society Account Confirmation Letter
- Bank/Building Society Statement\*
- Utility Bill (ROI)\*
- Credit Card Statement (UK or EEA)\*
- Benefit Statement (UK)\*
- Addressed payslip\*
- Mortgage Statement \*\*
- Local Council/Authority Tax Bill \*\*
- P45/60 Statement\*\*

\*documentation must be less than 3 months old

\*\* documentation must be issued within the last 12 months