



Steps for the individual applicant for Garda Vetting:

To apply for Tennis Ireland Garda Vetting as an individual, you must follow the correct procedure of submitting paper forms and identification documents, then completing an online form via email invitation. Vetting applications typically take **4 to 6 weeks** to process once submitted to the National Vetting Bureau.

- 1. Obtain Vetting Forms:** Download, print and manually complete the correct forms from the Tennis Ireland website [Tennis Ireland Garda Vetting](#). There are **two** forms (i) Applicants aged 18 & over and (ii) Applicants aged 16-17 yrs only):
 - NVB1 Vetting Invitation Form
 - Identity Document Validation Form (for verification)
 - *If 16-17 years:* A Parent/Guardian Consent Form (NVB3) is also required.
- 2. Select Club Role:** Select from the Tennis Ireland grid what club role you wish to be vetted for on Form NVB1 e.g. Tennis coach, Junior Committee Member, Junior Supervisor etc. Please select from list of acceptable club roles in the grid. Roles that are not listed in this grid will NOT be accepted.
- 3. Gather Identification Documents:** Collect two forms of identification: ONE Photo Identification AND ONE Proof of Address. *Please note that the name and address on Form 1 must match the Identification documents. (If there are other names (e.g. married names), they can be added to the online part of the vetting application at the next stage).*

Identification documents for Applicants aged 18 and over

- 1 Photo - e.g. Current Passport or Driving Licence.
- 1 Proof of Address - Utility bill (issued within the last 6 months) or bank/building society/credit union statement

Identification documents for Applicants aged 16–17-year-olds only:

- 1 Photo ID – A current passport is one of the accepted documents. If the applicant has never held any of the identity listed on the schedule, then a birth certificate can be used.
- 1 Proof of Address ID – A written statement by a school principal confirming attendance (on school letterhead) is accepted as the proof of address. Please note that the applicant's name and address must be listed on the school letter and must be dated within 6 months.

- 4. Verify your Identity at your Club:** Bring your identity form and original identification documents to the Club office for the Sandy Cove designated person to verify and sign (e.g., Club Children's Officer, Chairperson, or Club Administrator or Club Secretary). This person must verify your ID, sign the Identity Form and will take a photocopy of the original completed form.

Individuals can also scan the completed form (all pages that are filled in – excluding the instruction pages) and email them to support@sandycovetsc.ie.



5. **Submit Vetting Documents and Fee:** Individuals can post the original, signed vetting forms to Tennis Ireland and pay the **€10 administration fee*** by cash, cheque, or bank transfer. Bank Transfer Details (Current Account Euros: Tennis Ireland IBAN- IE81 AIBK 9310 3929 8730 65). Postal address: Garda Vetting Team Tennis Ireland, Building 2, Sport HQ 2, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15, D15 X6WT.
6. **Await Online Vetting Invitation Link:** Once your application is received and verified by Tennis Ireland, you will receive an email with a link to complete the online e-vetting application form on the Garda National Vetting Bureau system. Check your email inbox, including your spam/junk folders for this link.
7. **Complete Online Vetting Form:** Follow the link and fill in all requested details, including a history of all your addresses from birth with no gaps. Submit the form online. Failure to accurately complete the online part of the vetting application will result in an additional €10.00 charge to the individual who submitted your application. Please note that the link expires after 30 days, so it must be completed promptly. If the invitation expires, the process must be restarted, and the individual who submitted the application will incur an additional €10.00 fee.
8. **Final Processing and Disclosure:** The National Vetting Bureau (NVB) processes the application and sends the vetting disclosure back to Tennis Ireland. Tennis Ireland will then provide a copy of the disclosure to applicants via email. Please forward a copy of this email with the attached disclosure to the club for their records (i.e. NVB Reference number) without delay.
9. **Storage of Disclosure:** NVB vetting disclosures for everyone are valid for a period of 3 years. The club will retain this record on file for the entire period the individual is assisting at the club. If the individual leaves the club, the club is required to retain the disclosure on file for 12 months after their departure.
10. **Further information:**
 - Guidance on completing the vetting application form, please refer to the official [Tennis Ireland Garda Vetting](#) page.
 - Further guidance on the process for individuals, please email support@sandycovetsc.ie

References:

1. Tennis Ireland's Appendix 10 Code of Conduct
2. Tennis Ireland's Safeguarding-Policy-2022