



Teilgin agus Amais Éireann  
**Pitch and Putt Ireland**

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15 • D15 DY62  
Telephone: 01 - 6251110

Website address: [www.ppui.ie](http://www.ppui.ie)

E-mail address: [office@ppui.ie](mailto:office@ppui.ie)

## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode.

No abbreviations.

### **Role Being Vetted**

For The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Pitch and Putt Ireland,  
 Irish Sport HQ,  
 National Sports Campus,  
 Blanchardstown,  
 Dublin 15



Pitch and Putt  
 Ireland  
**Form NVB 1**

Your ref:

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## Vetting Invitation

### Section 1 – Personal Information

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 a vetting disclosure.

Forename(s):											
Middle Name:											
Surname:											
Date of Birth:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">/</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">/</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
Email Address:											
Contact Number:											
Role Being Vetted For:											

Current Address:

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

### Section 2 – Additional Information

Name of Organisation:

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**

Applicant's Signature: 



      Date: 

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the PPUL. An invitation to the e-vetting website will then be sent to your Email address.



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**PITCH AND PUTT IRELAND GARDA VETTING**

**Identity Verification and Declaration Document**

In order for a club to have an individual vetted they must first verify the identity of the individual. The purpose of this is to prove 3 aspects of the individual's identity, Name, Date of Birth and Address. A club administrator must state what forms of identification were used to verify the individual's identity and sign a declaration stating they have viewed the original documents. Clubs should refer to the 100-point check document available on Pitch and Putt Ireland website or from the office.

**Club Declaration**

**\*\*\*PLEASE USE BLOCK CAPITALS\*\*\***

I the undersigned hereby state that I have confirmed the identity of the Vetting Applicant in question. I have verified the identity using the following forms of identification, please list the 1, 2 or 3 forms of identity used.

(Please tick)

1. \_\_\_\_\_ Copy Enclosed: Y \_\_\_ N\_\_\_
2. \_\_\_\_\_ Copy Enclosed: Y \_\_\_ N\_\_\_
3. \_\_\_\_\_ Copy Enclosed: Y \_\_\_ N\_\_\_

Name of Applicant: \_\_\_\_\_

Position being vetted for: \_\_\_\_\_

Club Name: \_\_\_\_\_

Position of Club Officer: \_\_\_\_\_

Name of Club Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**PPUI Garda Vetting**

**100-Point Check – Over 18's**

Applicants for Garda Vetting must submit at least one form of ID from Group 1 & one from Group 2.

The forms of ID used must then also up to more than 100 points on the scale below, e.g. Passport (70 points) and utility bill (35 points) achieve more than the required 100 points so identity has been proven. If after providing 2 forms of ID you have not achieved 100 points, please choose one more form of ID from either Group 1 or Group 2.

Please note at least 1 form of ID used **MUST** have the applicants photograph.

Identification (Group 1)	Score	Tick	Identification (Group 2)	Score	Tick
Irish Driving License or learner permit (new credit card format)	80		Utility Bill e.g. gas, electricity, TV etc. (printed only & dated within last 6 months)	35	
Passport (from country of citizenship)	70		Letter from employer confirming address (dated within last 6 months)	35	
Irish Certificate of Naturalisation	50		P60, P45 or payslip (with home address & dated within last 6 months)	35	
Birth Certificate	50		Bank / Building Society / Credit Union Statement (dated within last 6 months)	35	
Garda National Immigration Bureau (GNIB) card	50		Employment ID – ID Card with name & address	35	
National Identity Card for EU/EEA/Swiss Citizens	50		Correspondence (dated within last 6 months) <ul style="list-style-type: none"> <li>• From an educational institution/SUS/CAO</li> </ul>	20	
Irish Driving License or learner permit (old paper format)	40		<ul style="list-style-type: none"> <li>• From an insurance company regarding an active policy</li> </ul>	20	



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## Pitch and Putt Ireland E Vetting procedure

### **Step 1**

- The vetting subject downloads or gets from the club a copy of the Pitch and Putt Ireland Vetting Invitation Form (NVB 1) and ID Verification Document.
- The Vetting subject manually completes the Pitch and Putt Ireland Vetting Invitation Form (NVB 1).
- Vetting subject presents their forms, original identification documents with photocopies to their Club Committee for validation (you must comply with the 100-point ID check).
- A member of the club committee completes the ID Verification document. If a member of the club committee is the Vetting Applicant, another committee member must complete this form.
- The vetting subject or Club Officer then posts the completed Pitch and Putt Ireland eVetting Invitation and ID Verification Document form along with photocopies of the ID used to; Michael Murphy, Pitch and Putt Ireland Vetting Liaison, Private and Confidential, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

### **Step 2**

- Pitch and Putt Ireland through the Vetting Liaison examines the documents provided and if all are in order they send the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form.

### **Step 3**

- The vetting subject completes a Vetting Application Form online and submits it to Pitch and Putt Ireland.

### **Step 4**

- The Pitch and Putt Ireland review the Vetting Application Form and submits it to the National Vetting Bureau.

### **Step 5**

- The National Vetting Bureau processes the application and forwards a vetting disclosure to the Pitch and Putt Ireland.

**Step 6**

- The Pitch and Putt Ireland review the vetting disclosure and as soon as is practicable provides correspondence of same to the vetting subject.
- The club secretary is provided correspondence outlining the outcome of the application and informs the club that in their opinion a) the person is suitable for the role being vetted for or b) is unsuitable for the role being vetted for.