

Garda Vetting Procedure Glance Card for The Boys' Brigade and Girls' Association in the Republic of Ireland

NOTE: The Captain or Company Correspondent will act as validators to comply with Garda Vetting Procedures along with our Regional Administrator.

Steps to Follow:

1. Captain/Company Correspondent should provide Vetting Invitation Form (NVB 1) and list of suitable ID documents to person who needs to be Garda vetted along with an LREG form if they are a new leader.
2. Ask them to return forms to Captain/Company Correspondent along with original ID documents to verify identity as per the list of the ID documents.
3. A copy of both ID documents must taken (photocopy or photograph). (Proof of identity and proof of address)
Where the Captain/Company Correspondent does not have the facility to photocopy or photograph the ID documents, the individual can provide both the original ID documents and a copy of same so that the Captain/Company Correspondent can verify they are a true copy of the originals.
4. Captain/Company Correspondent completes the Identity Document Validation Form verifying the IDs presented answering all the questions.
5. Captain/Company Correspondent returns the original copies of ID back to person and retains the copies with the NVB1 form and the validation document
6. Post/ deliver the copies of the ID documents and the completed Vetting Invitation Form to HQ (along with the LREG form if it is a new leader).
7. Remind the person to expect and act on the email inviting them to complete the remainder of the vetting process.

Where a Captain is due to be re-vetted, they can ask another Captain or the Regional Administrator to act as validator for their ID documents and to complete the Identity Document Validation section of their Vetting Invitation form.