



# CCI CHURCH GARDA VETTING PROCEDURE

## WHAT YOU NEED TO DO:

### 1) GET THE FORM:

The church's CPO needs to provide all those working with children/youth/vulnerable persons in the church with the attached Garda Vetting Invitation Form (NVB1) **before** they start to work.

### 2) COMPLETE THE FORM:

Volunteers being vetted need to complete the paper form. **Completing this form is not the Garda vetting**, it is merely a *data gathering document*, that must be accompanied by:

- 1) a copy proof of address (dated within the last 6 months)
- 2) proof of identity (passport, driver's licence etc).

If a volunteer is 16–17 years, they must supply a parental declaration of consent - NVB3 form

### 3) PAY:

The Garda Vetting Bureau charge a **fee of €10** to process each application. Please pay via the "Give" button on [www.ccireland.ie](http://www.ccireland.ie) or by bank transfer to the CCI Bank. Include payment ref: applicant's name/s, garda vetting.

#### CCI BANK DETAILS

Account Name: Assemblies of God Ireland, AIB, Westmoreland Street, Dublin 2  
BIC: AIBKIE2D IBAN: IE57AIBK93338431095290

### 4) SEND IN THE FORM AND ID:

Send the completed form and the 2 proofs of ID to CCI

- Email scans to: [info@ccireland.ie](mailto:info@ccireland.ie)
- OR**
- Post physically to: Garda Vetting, CCI Office, St Marks Church, 42a Pearse St, Dublin 2.

Once the CCI team have received the fee payment & the documentation, they will submit the vetting application to the National Youth Council of Ireland (NYCI).

### 5) FILL IN THE ONLINE APPLICATION:

The NYCI will set up a garda vetting on-line link, that will be e-mailed to each applicant. **\*Upon the receipt of this e-mail, the vetting applicant must fill in all data required & submit.\***

**Once the application is successful, the CCI team will e-mail the certificate to the applicant.**