CCI CHURCH GARDA VETTING PROCEDURE

WHAT YOU NEED TO DO:

1) **GET THE FORM:**
   The church's Child Protection Office (CPO) needs to provide all those working with children/youth/vulnerable persons in the church with the 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:

   a) a copy proof of address (dated within the last 6 months)
   b) 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 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:**
   The CPO:
   a) collects the completed form and the 2 proofs of ID from the volunteer
   b) signs the copy of the ID to confirm identity
   c) posts them to
   Garda Vetting, CCI Office, St Marks Church, 42a Pearse St, Dublin D02 R123.

   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 (disclosure) to the CPO and applicant.**

**All necessary forms and procedures are at the bottom of the homepage of www.ccireland.ie under "Compliance Matters"