



# 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 (bank statement, utility bill or official letter)
- b) proof of identity (passport, driver's licence etc).

If a volunteer is 16–17 years:

- They must fill in an NVB1 form and provide a proof of identity – as stated in b) above. No proof of address is required for the youth.
- The Parent\Guardian Email address & phone number must be on the NVB1 form (not the youth's)
- They must also supply a parental declaration of consent - NVB3 form\*\*.

**New for 2024:** The NVB3 form **must be accompanied by a copy proof of address and proof of identity for the parent/guardian - as stated in a) and b) above.**

### 3) PAY:

The Garda Vetting Bureau charge a fee to process each application. Please pay **€10** 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, 42a Pearse St, Dublin D02 R123  
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:** **(New for 2024)** “The copies of the ID documents must be signed clearly by an authorised person [eg. the CPO, Pastor, Kid's Church Leader, Ministry Leader] stating their name in block capitals, signature, the date, and their role in the Affiliate [CCI]. Typed or electronic signatures are not acceptable.”

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 [ccireland.ie](http://ccireland.ie) under “Compliance Matters”