

E-Vetting– A Step By Step Guide

- 1. If you are Over 18:**
 - Print & Complete the [E-Vetting ID form](#). Scan or take a Photo of it.
 - Scan or take a Photo of your Passport OR Driving Licence (new credit card format only) **AND**
 - Scan or take a Photo of a recent utility bill OR bank/credit card statement confirming your name and address.
- 2. If you are aged between 16 and 18:**
 - Print & Complete the [E-Vetting ID form](#). Scan or take a Photo of it.
 - Print and obtain completed [Parental Consent Form](#). Scan or take a Photo of it.
 - Scan or take a Photo of your Passport OR Birth Certificate OR Student Photographic Identity Card
- 3. Proof of ID to be provided to the club: FORWARD** a copy of the documents you created in step 1 or 2 to the club children's officer or other nominated club official. (via email/ in person)
- 4. You will also need the following information for later:-**
 - Date of Birth
 - Place of Birth
 - Mother's Maiden Name
 - Passport Number where applicable
 - Job Role (in your club), i.e. Mentor
 - Your current address and previous addresses (if any)
 - Particulars of any criminal record
- 5. Click here to [Request a Vetting Application Form](#).** Complete the required details and Submit.
Provided you have the documents referred to in Step 1 or 2 above, answer "Yes" to the 2 questions shown below. You MUST then complete Step 6 very promptly.

I have furnished my Club Children's Officer with, as a minimum, one piece of photographic identification and at least one document confirming my current address, which may be retained and referenced until such time as my application has been completed.

Documentation Furnished? *

Yes

No

I have presented my Club Children's Officer with, as a minimum, one piece of photographic identification and at least one document confirming my current address, which I have scanned and attached to this application form. This information may be retained and referenced until my application has been completed.

Documentation scanned and attached? *

Yes

No

- 6. You will shortly receive an email confirming receipt of your Application Form Request.**
- 7. Soon afterwards you will receive an email to **Access your Vetting Application**.** You have 30 days to complete your Application.
- 8. Complete your Vetting Application and Submit.**
- 9. You will shortly receive an email confirming receipt of your Vetting Application.** You will then receive ongoing tracking updates until your vetting is completed.
- 10. Within a few days, you should receive your Vetting Acceptance notification email which contains your **Vetting Acceptance letter from the GAA** in PDF format.**
- 11. This GAA Garda Vetting Acceptance notification is also automatically forwarded to the Club Secretary, and no further action is required on your part.**

Useful Links:-

[Vetting in the GAA](#)

<http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

[FAQ from Garda](#)

<https://vetting.garda.ie/Help/FAQ>