

## **Children First Step-by-Step Guidelines on E-Vetting.**

All persons who have a regulated role with children (i.e. coaches, referees, Bord na nÓg members, parents who regularly assist in the GAA) must be vetted under the Vetting Act by 1 January 2018. The GAA Vetting Policy states that once vetted an applicant shall be re-vetted within a **5-year period**.

**A Step-by-Step guide** to e-vetting is as follows. There are 2 ways to do this.

A. The first way is:

1. Present your club's Children's Officer with copies of 2 forms of ID Passport or Drivers License and a household bill. He/She will keep this until your vetting process is complete.
2. Go to: [GAA online E-vetting application form](#).
3. Follow the instructions and complete the form and when you reach the section "Documentation Furnished" click Yes (as you will have given these to your club Children's Officer) and "Documentation Scanned and Attached" click No. Then click submit

Once all sections of the form have been answered this then completes your application process for E-Vetting in the GAA and within a short period of time you shall be contacted by e-mail by the GAA informing you as to the outcome of the vetting application.

B. The second way is:

1. Go to Garda E-vetting Application form online and fill out all sections including sections marked with the **red asterisks**.
2. You will then be asked to verify your identity which you can do by filling out the Garda E-Vetting ID form and giving it to your Children's Officer with your 2 forms of ID and then scanning it and attaching it to the e vetting application form.
3. Click submit when you have finished completing the form and you will receive a reference number, which you will keep. Your club Children's Officer will also receive an e-mail informing him/her that you have applied for vetting in the clubs name and a reference number also. You will then receive one further e-mail, which must be filled in and submitted.

**You must have access to the email address provided on the form, as this will be used for all correspondence to you from the GAA or An Garda Siochana and to inform you that your vetting has been successful.**

**Please let your Club Children's Officer know when your vetting is complete.**

Those in the 16 -18 age group who wish to be vetted must have the form signed by their parents

I can be contacted for advice support and information at [childrensofficer.offaly@gaa.ie](mailto:childrensofficer.offaly@gaa.ie)  
Please do not hesitate to do so enclosing a number at which I can contact you if necessary.

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Nora Kavanagh.

Co. Offaly Children's Officer.