



Aontas Teilgin agus Amais Na hÉireann
Pitch and Putt Union of Ireland

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15

Telephone: 01 - 6251110

Website address: www.ppui.ie

E-mail address: office@ppui.ie

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

AN GARDA SÍOCHÁNA



NATIONAL VETTING BUREAU

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s):[illegible]

Surname:

[illegible]**Date Of Birth:**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):[illegible]

Surname:

[illegible]

Relationship to applicant:

Father:

--	--

Mother:

--	--

Guardian:

--	--

Address:

Line 1:

[illegible]

Line 2:

[illegible]

Line 3:

[illegible]

Line 4:

[illegible]

Line 5:

[illegible]**Eircode/Postcode:**[illegible]

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

**Parent/Guardian
Signature:**

--

Date:

D	D
---	---

A

M	M
---	---

A

Y	Y
---	---

Y



Aontas Teilgin agus Amais Na hÉireann
Pitch and Putt Union of Ireland

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15

Telephone: 01 - 6251110

Website address: www.ppui.ie

E-mail address: office@ppui.ie

PPUI eVetting Procedure

Step 1

- The vetting subject downloads or gets from the club a copy of the PPUI Vetting Invitation Form (NVB 1) and ID Verification Document.
- The Parent/Guardian of the vetting subject completes the Consent Form NVB3.
- The Vetting subject manually completes the PPUI Vetting Invitation Form (NVB 1).
- Vetting subject presents their forms, original identification documents with photocopies to their Club Committee for validation (you must comply with the 100-point ID check).
- A member of the club committee completes the ID Verification document. If a member of the club committee is the Vetting Applicant, another committee member must complete this form.
- The vetting subject or Club Officer then posts the completed PPUI eVetting Invitation and ID Verification Document form along with photocopies of the ID used to; Paul Hayes, PPUI Vetting Liaison, Private and Confidential, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

Step 2

- PPUI through the Vetting Liaison examines the documents provided and if all are in order they send the parent/guardian of the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form in conjunction with the vetting subject.

Step 3

- The parent/guardian in conjunction with the vetting subject completes a Vetting Application Form online and submits it for review.

Step 4

- The PPUI review the Vetting Application Form and submits it to the National Vetting Bureau.

Step 5

- The National Vetting Bureau processes the application and forwards a vetting disclosure to the PPUI.

Step 6

- The PPUI review the vetting disclosure and as soon as is practicable provides correspondence of same to the vetting subject.
- The club secretary is provided correspondence outlining the outcome of the application and informs the club that in their opinion a) the person is suitable for the role being vetted for or b) is unsuitable for the role being vetted for.