



## Garda Vetting ID Validation Form – Guidance Notes

As part of our overall safer recruitment process Mountaineering Ireland ask all prospective volunteers and instructors to go through the garda vetting process. The first step is to complete the ID validation check. The Garda Vetting ID Validation form must be signed both by the applicant and also by a Responsible Person (the person verifying the applicant's ID). There is a list of acceptable Responsible Persons on the reverse of the Garda Vetting ID Validation Form. The original form along with signed and dated copies of the ID presented must be forwarded to Mountaineering Ireland once completed.

### Guidance for applicant:

- Please use a blue/black ball point pen and write clearly
- You must be a current member of Mountaineering Ireland in order to submit an application to us. You will be asked for your MI membership number.
- Roles to be vetted for – for the purposes of garda vetting:
  - Youth Coach shall include anyone who volunteers with members (in a club setting or otherwise) who are 18 years or under or with vulnerable adults. This can either be in a climbing or a walking setting. The term Youth Coach also covers any individuals working with the Talent Development Squad or on youth climbing events.
  - Club Children's Officer
  - Chaperone/Parent Duty – a volunteer involved in transporting youth members to and from sessions, anyone acting in a volunteer capacity at an overnight stay, parent duty – a parent who regularly volunteers with the club (where the same parent volunteers once a week, at least four times a month or overnight)
  - Provider – it is a requirement of your MI providership that you complete the garda vetting process before you start delivering MI courses/awards. It is also a requirement that you complete a re-vetting process when asked to do so by MI (usually every three years)
- **If you are under 18** – you will also need to present a completed NVB Parent Guardian Consent form along with your Garda Vetting ID Validation Form. Please ask your Club Children's Officer for this form or download from the Youth/Safeguarding and Volunteering section of our website [www.mountaineering.ie](http://www.mountaineering.ie)
  - If under 18, the email address given on the Garda Vetting ID Validation Form must be that of the parent/guardian rather than the applicant.
- Declarations – the box relating to declarations must be ticked
- We would ask your parent/guardian to also go through the garda vetting ID validation process in support of your application
- Please present original pieces of ID for validation by a Responsible Person (see list on reverse of Garda Vetting ID Validation Form). ID provided must add up on at least 100 points (see

table on reverse of Garda Vetting ID Validation Form). You must also bring a photo copy of each piece of relevant ID – the Responsible Person will sign and date these and submit them with your completed form to Mountaineering Ireland.

- Signature – please ensure that both you (as applicant) and the Responsible Person has signed and dated the Garda Vetting ID Validation Form in the appropriate places.

#### **Guidance for those verifying ID (Responsible Person):**

- A list of Responsible Persons who can validate ID on behalf of the applicant is found on the reverse of the Garda Vetting ID Validation Form
  - Where possible, you should know the applicant personally and be in a position to confirm that the identification they present is accurate, valid and current
  - You should not be related to the applicant
  - The pieces of ID presented must add up to at least 100 points (see reverse of Garda Vetting ID Validation Form)
  - One piece of ID presented must be photographic
  - One piece of ID must show the applicants current full address
  - Photocopies of each piece of ID must be presented
  - If the applicant is Under 18, the email on the Garda Vetting ID Validation Form should be that of their parent or guardian. They should also present a completed and signed NVB parental consent form.
1. Applicant should bring with them a completed Garda Vetting ID Validation form. Please ensure that:
    - form is signed and dated by the applicant
    - please ensure the applicants MI number and club name (where relevant) is completed
    - The declaration tick box is ticked (above applicant signature)
    - Please ensure that the relevant box is ticked beside ' Role being vetted for'
  2. As the person verifying the ID, please sign and date each photocopy of ID and post all with original Garda Vetting ID Validation form to MI at the below address: In the case of multiple applications, please attach the ID verification form to the relevant pieces of ID.
  3. Please do not send any pieces of original ID to Mountaineering Ireland.

Rozanne Bell  
Garda Vetting Liaison Person  
Mountaineering Ireland  
Irish Sport HQ  
National Sports Campus  
Blanchardstown  
Dublin 15

Please contact me by email ([rozanne@mountaineering.ie](mailto:rozanne@mountaineering.ie)) or by phone (01 6251112) with any queries.