




FAI Garda Vetting Application Guide



Initial steps

**Steps to
complete prior to
submitting the
application to the
FAI**



		FAI Ref: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Form NVB 1 <h2 style="margin: 0;"><u>Vetting Invitation</u></h2>			
Section 1 - Personal Information			
<p>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.</p>			
Forename(s):	<div style="border: 1px solid black; height: 25px;"></div>		
Middle Name:	<div style="border: 1px solid black; height: 25px;"></div>		
Surname:	<div style="border: 1px solid black; height: 25px;"></div>		
Date Of Birth:	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
Email address:	<div style="border: 1px solid black; height: 25px;"></div>		
Contact number:	<div style="border: 1px solid black; height: 25px;"></div>		
Role Being Vetted for:	<div style="border: 1px solid black; height: 25px;"></div>		
Current Address:	<div style="border: 1px solid black; height: 25px;"></div>		
Line 1:	<div style="border: 1px solid black; height: 25px;"></div>		
Line 2:	<div style="border: 1px solid black; height: 25px;"></div>		
Line 3:	<div style="border: 1px solid black; height: 25px;"></div>		
Line 4:	<div style="border: 1px solid black; height: 25px;"></div>		
Line 5:	<div style="border: 1px solid black; height: 25px;"></div>		
Eircode/Postcode:	<div style="border: 1px solid black; height: 25px;"></div>		
Section 2 - Additional Information			
Name Of Organisation	<div style="border: 1px solid black; height: 30px;"></div>		
<p>I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.</p>			
<input type="checkbox"/>	(Please tick the box to give consent)		
Date:	<div style="border: 1px solid black; height: 25px;"></div>		
Applicant's Signature	<div style="border: 1px solid black; height: 40px;"></div>		
	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>



Get ID together- one Photo ID & 1 proof of address (within last 6 months)



Category	Document Type
	Photo Identification
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

Accepted Identity Documentation (Applicants Under 18)



Identification

Birth Certificate

Written statement by a school principal confirming attendance (on school letterhead)

Two documents must be submitted if the applicant under 18 cannot fulfil the ID requirements for over 18s

Identity Document Validation Form

Applicant should take the completed NVB1 form & original ID in person to the relevant organisation's validator to complete the Identity Document Validation Form and validate the two forms of ID.

Completed with a pen

Identity Document Validation Form

Your Ref:

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired?

☐ Yes ☐ No

Is the photograph on the document a true likeness for the vetting subject?

☐ Yes ☐ No

Is the photograph of high quality and clear?

☐ Yes ☐ No

Is the date of birth on the document matching the date provided on the NVB1 Form?

☐ Yes ☐ No

Is the name on the document exactly matching the name provided on the NVB1 Form?

☐ Yes ☐ No

Section 2: Proof of Address

Is the address document dated within six months of the consent date?

☐ Yes ☐ No

Is the address on the proof of address document matching the address provided on the NVB2 Form?

☐ Yes ☐ No

Is the vetting subject's name included on the proof of address document?

☐ Yes ☐ No

Is the document acceptable as proof of address document, as per Identity Document Schedule?

☐ Yes ☐ No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject?

☐ Yes ☐ No

Is the role accepted to be relevant work or activity?

☐ Yes ☐ No

Is the Consent Box ticked?

☐ Yes ☐ No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original)

☐ Yes ☐ No

Photographic ID document type: _____

☐ Yes ☐ No

Document Reference No. _____

☐ Yes ☐ No

Proof of address document type: _____

☐ Yes ☐ No

If you have answered **No** to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

Validator's Contact Number: _____

Date of Validation: _____

☐

06/2025

The Validator checks the original copies of the ID and signs the Identity document validation form. Copies of the forms should be made for the applicant and the original hard copy of the forms left with organisation. Copies of IDs should be made by organisations and the applicant.

Do not forget to complete

FRI

6

Who can validate forms:



Organisations	Validator
Clubs	Chairperson, Children's officer, Safeguarding officer, Welfare officer, Secretary,
Leagues	Chairperson, Children's officer, Safeguarding officer, Welfare officer, Secretary,
National Bodies	Chairperson, Children's officer, Safeguarding officer, Welfare officer, Secretary,
Referees	Referee observers & Referee instructors
Other	Contact the Department and we will signpost you to the relevant validator

Retention



The original hard copy of the forms should be stored by the relevant club, league, member the application is being completed for, for 6 months and stored in line with General Data Protection Regulations

After the 6 months period a soft copy version is optional.

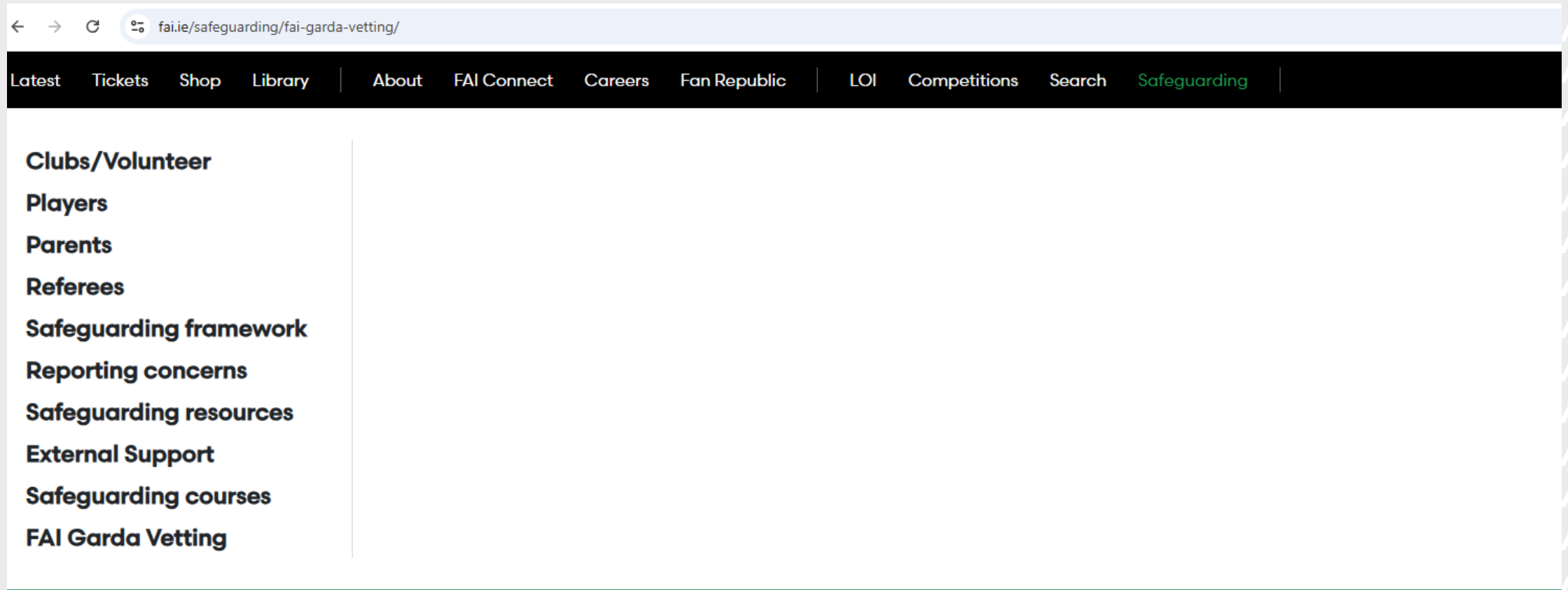
All copies of the forms and relevant ID for the applications should be retained for the length of time the applicant is with the organisation for if they leave prior to the end of the vetting period or for the active vetting period

Once a new application is made for an applicant the old forms should be destroyed in line with General Data Protection Regulation

All Clubs/Leagues/Member may also wish to seek independent advice on the retention of documentation.

Where can forms be found?

<https://www.fai.ie/safeguarding/fai-garda-vetting/>





Step 1

**Log into or
register My
Comet
account.**


Step 1. FAIconnect.ie For help with this go to <https://support.faiconnect.ie>. If you have any issue with signing up, please contact faiconnect@fai.ie.

LOGIN	SIGN UP
<p><u>I have a MyComet Account</u></p> <p>If you have logins to FAI Connect or MyComet already, click here to be brought to your MyComet login page.</p>	<p><u>I need a MyComet Account</u></p> <p>If you do not have access to FAI Connect or MyComet, click here to be brought to your MyComet registration page.</p>

How to Book?

See PDF [HERE](#) for step by step instructions on creating your myCOMET account/signing in and booking a course

LOG IN

MyComet | FAI 

USERNAME OR EMAIL

PASSWORD

[Forgot Password?](#)

LOG IN

New user? [Register](#)

analyticom



Step 2

**Ensure all
personal details
are completed in
full on your My
Comet account.**

Step 2.

Profile

Documents

Registrations

Licenses

Courses

General

First name *

KXXXX

Family name *

PXXXX

Gender *

Female

Date of birth *

XX/XX/XXXX

Passport #

Nationality *

England

Country of birth *

England

Place of birth

Address

Address *

3 Castledoor, Lucan

Postcode *

D15

Country *

Republic of Ireland

Region *

County Dublin

Place

Dublin

Contacts

Type

Telephone

08999484xxxx

Email

XXXXXX.XXXX@fai.ie



Step 3

**Find the Garda
Vetting
Application course
on the comet
system to submit
your application.**

Step 3 <https://www.fai.ie/safeguarding/fai-garda-vetting/>

Please note the Garda Vetting Seminars may differ in name from the images used in this guide but they will always have Garda Vetting in the title.


Apply for your relevant course below


Regions	Course Link
Garda Vetting - Co. Dublin	Apply Now
Garda Vetting - Leinster (excluding Dublin)	Apply Now
Garda Vetting - Munster	Apply Now
Garda Vetting - Connacht	Apply Now
Garda Vetting - Ulster	Apply Now


Step 3 <https://faiconnect.ie/mycomet/private/seminars>


Please note the Garda Vetting Seminars may differ in name from the images used in this guide but they will always have Garda Vetting in the title.

Garda Vetting Applications Leinster
(except Dublin) 2026

 FAI


 Garda Vetting Licence


 No Location


 31/12/2026 - 31/12/2026


Start →

Garda Vetting Applications Munster
2026

 FAI


 Garda Vetting Licence


 No location


 31/12/2026 - 31/12/2026


Start →

Garda Vetting Applications County
Dublin 2026

 FAI


 Garda Vetting Licence


 No Location


 31/12/2026 - 31/12/2026


Start →

Garda Vetting Applications Ulster 2026

 FAI

 Garda Vetting Licence

 No Location

 31/12/2026 - 31/12/2026

Start →

FRI

16


Step 3 <https://faiconnect.ie/mycomet/private/seminars>


Please note the Garda Vetting Seminars may differ in name from the images used in this guide but they will always have Garda Vetting in the title.


← Garda Vetting Applications Connacht 2026


Details


About


 Status
ACTIVE


 Location
No Location

 Organization
FAI

 Date
31/12/2026 - 31/12/2026

 Event type
Garda Vetting Licence

 Duration
555 hours

 Notes
All queries to childwelfare@fai.ie

This event is for Garda Vetting applications for the Connacht region- Galway, Leitrim, Mayo, Roscommon, Sligo


PLEASE MAKE SURE ALL YOUR DETAILS ON YOUR COMET ACCOUNT ARE CORRECT!


PLEASE MAKE SURE ALL FORMS ARE COMPLETED CORRECTLY. **INCORRECT FORMS WILL DELAY THE PROCESS!**


DO NOT SUBMIT UNLESS ALL THE ABOVE IS CORRECT FURTHER DETAIL CAN BE FOUND AT <https://www.fai.ie/safeguarding/fai-garda-vetting/>

The FAI aim to check applications within 2 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if all uploaded forms are correctly completed and identity documents are correct, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to

Application

 My application status
NOT ATTENDING

 Application mode
Just Apply (with Approval)

 Application period
23/12/2025 - 31/12/2026


[APPLY HERE](#) ▼

Prerequisites

You can apply to this course when you meet the prerequisites:

- ✓ Age Requirement at Event Start
- ✓ At least 16 years old

Pricing and products

 No items for sale



Step 4

Upload all the required information: A copy of the NVB1 form- Identity Validation form and a copy of ID which was validated. Click apply. The status of the course will then change to Submitted and you will receive an email confirmation.

Step 4

Guarda Vetting Applications Closed 2025

Garda Vetting Applications Connacht 2025

Name of Organisation- the application is being completed for *

Contact telephone number *

Role being Vetted for *please specify that role involves working with Children i.e underage

A copy of the Photographic ID which was validated *



A copy of the proof of address which was validated *



A copy of the signed NVB1 Form and Identify Document Validation Form * 



Please upload any extra forms which you could not provide in the above upload if pages are



is an issue with your forms or documents, you will be notified of this by an FAI

Garda Vetting Applications Connacht 2025

Declaration 1 *

I confirm I have provided a copy of the documentation validated and copy of the com

Yes

No

Declaration 2 *

I confirmed I have consented to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016 by ticking the consent box and signing the NVB1 form.

Yes

No

Declaration 3 *

I confirm that I am not currently coaching or volunteering with children or vulnerable persons under the jurisdiction of FAI without Valid FAI Garda vetting in place. I also understand it is a breach of legislation and FAI Regulations and Policy and I could face disciplinary action along with my organisation if I do so.

Yes

No

Comments ?

SUBMITTED

Online Garda Vetting Application
2023



 Garda Vetting Licence

FAI HQ

31/12/2023

Continue →

ation has the original copy of.

About

Organisation
FAI

The FAI can it check applications within 3 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if forms are filled out correctly and documents uploaded score a minimum of 100 points, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to complete the next stage of the process (this link expires after 30 days). If there is an issue with your forms or documents, you will be notified of this by e-mail and will have to start the process again. Once you've accessed the link and completed this stage of the process, you will receive a tracking number which you can use to track the current status of your Garda vetting application. When the relevant checks have been completed, a Garda vetting disclosure will be returned to the FAI. The FAI will then follow the procedures outlined within section 10 of the FAI Child Welfare and Safeguarding policy. Please refer to this policy for further details. By proceeding to Apply for Garda Vetting using this portal you must agree with the below statement and confirm this within the application process; I have provided documentation to validate my ID as required and I consent to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016



 Date
31/12/2023

 Duration
672 hours

 Application period
01/01/2023 - 31/12/2023

Survey
label.application.surveyAnswersView

i No items for sale!

 faiconnect@fai.ie
To  Kirsten Pakes

 If there are problems with how this message is displayed, click [here](#) to view it in a web browser.

ATT00001.txt
649 bytes

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kirsten,

You have applied to Online Garda Vetting Application 2023 (FAI HQ, 31.12.2023 - 31.12.2023).

Your application will be reviewed and you will be notified about the outcome. You can always track the status of your application [HERE](#).

Kind Regards,
Football Association of Ireland

This messages is automatically created by the system. Please, do not reply!



Step 5

**FAI Safeguarding
team will review
the application.**



Step 5.1

If there is an error with the application, you will be notified via email. Your status will then be changed to Returned. Please read the comments, correct and resubmit. Then your application will begin at Step 4 again once you have resubmitted.

Step 5.1

[FAI COMET] - Your application to GV Application 2023 has been returned

F

faiconnect@fai.ie

To Kirsten Pakes

i

If there are problems with how this message is displayed, click here to view it in a web browser.

ATT00001.txt

801 bytes

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kirsten,

Your application to **Online Garda Vetting Application 2023** (FAI HQ, 31.12.2023 - 31.12.2023) has been **returned**.

Comment: Your Proof of address is over 6 months old

You can correct your application and reapply [HERE](#).

Kind Regards,
Football Association of Ireland

These messages are automatically created by the system. Please, do not reply! If you need more information, please, contact the relevant Department

Safeguarding - childwelfare@fai.ie

Referee's- referees@fai.ie

Coach Education - coached@fai.ie

RETURNED

Online Garda Vetting Application 2023

FAI

Garda Vetting Licence

FAI HQ

31/12/2023

Continue →

Step 5.1

Online Garda Vetting Application 2023

About

Status

ACTIVE

Location

FAI HQ

Organisation

FAI

Event type

Garda Vetting Licence

Notes

The FAI aim to check applications within 3 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if forms are filled out correctly and documents uploaded score a minimum of 100 points, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to complete the next stage of the process (this link expires after 30 days). *If there is an issue with your forms or documents, you will be notified of this by e-mail and will have to start the process again. Once you've accessed the link and completed this stage of the process, you will receive a tracking number which you can use to track the current status of your Garda vetting application. When the relevant checks have been completed, a Garda vetting disclosure will be returned to the FAI. The FAI will then follow the procedures outlined within section 10 of the FAI Child Welfare and Safeguarding policy. Please refer to this policy for further details. By proceeding to Apply for Garda Vetting using this portal you must agree with the below statement and confirm this within the application process; I have provided documentation to validate my ID as required and I consent to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016

Date

31/12/2023

Duration

672 hours

Application

My application status

RETURNED

Application period

01/01/2023 - 31/12/2023

label.reapplyHere

Application mode

Just Apply (with Approval)

Survey

label.application.surveyAnswersView

Pricing and products

[FAI COMET] - You have reapplied to GV Application 2023

faiconnect@fai.ie

To Kirsten Pakes

If there are problems with how this message is displayed, click here to view it in a web browser.

ATT00001.txt

651 bytes

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kirsten,

You have reapplied to **Online Garda Vetting Application 2023** (FAI HQ, 31.12.2023 - 31.12.2023).

Your application will be reviewed and you will be notified about the outcome. You can always track the status of your application [HERE](#).

Kind Regards,
Football Association of Ireland

This messages is automatically created by the system. Please, do not reply!



Step 5.2

If your application is all correct, the FAI Safeguarding team will input your information into the National Vetting Bureau System which will request a Vetting invitation is sent to you via email. Your Status on the Comet system will then change to Confirmed.

Step 5.2

[FAI COMET] - Your participation at GV Application 2023 has been confirmed

faiconnect@fai.ie
To Kirsten Pakes

If there are problems with how this message is displayed, click here to view it in a web browser.

ATT00001.txt
2 KB

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kirsten,

Your application to Online Garda Vetting Application 2023 (FAI HQ, 31.12.2023 - 31.12.2023) has been approved, and therefore your participation is confirmed.

You can access your application and event details [HERE](#).

Description

The FAI aim to check applications within 3 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if forms are filled out correctly and documents uploaded score a minimum of 100 points, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to complete the next stage of the process (this link expires after 30 days). *If there is an issue with your forms or documents, you will be notified of this by e-mail and will have to start the process again. Once you've accessed the link and completed this stage of the process, you will receive a tracking number which you can use to track the current status of your Garda vetting application. When the relevant checks have been completed, a Garda vetting disclosure will be returned to the FAI. The FAI will then follow the procedures outlined within section 10 of the FAI Child Welfare and Safeguarding policy. Please refer to this policy for further details. By proceeding to Apply for Garda Vetting using this portal you must agree with the below statement and confirm this within the application process; I have provided documentation to validate my ID as required and I consent to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016

Kind Regards,
Football Association of Ireland

This messages is automatically created by the system. Please, do not reply!

Online Garda Vetting Application 2023

About

Status
ACTIVE

Organisation
FAI

Event type
Garda Vetting Licence

Notes
The FAI aim to check applications within 3 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if forms are filled out correctly and documents uploaded score a minimum of 100 points, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to complete the next stage of the process (this link expires after 30 days). *If there is an issue with your forms or documents, you will be notified of this by e-mail and will have to start the process again. Once you've accessed the link and completed this stage of the process, you will receive a tracking number which you can use to track the current status of your Garda vetting application. When the relevant checks have been completed, a Garda vetting disclosure will be returned to the FAI. The FAI will then follow the procedures outlined within section 10 of the FAI Child Welfare and Safeguarding policy. Please refer to this policy for further details. By proceeding to Apply for Garda Vetting using this portal you must agree with the below statement and confirm this within the application process; I have provided documentation to validate my ID as required and I consent to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016

Location
FAI HQ

Date
31/12/2023

Duration
672 hours

Application

My application status
CONFIRMED

Application period
01/01/2023 - 31/12/2023

Application made
Just Apply (with Approval)

Survey
[label.application.surveyAnswersView](#)

Pricing and products

No items for sale!

CONFIRMED



Online Garda Vetting Application 2023

- FAI
- Garda Vetting Licence
- FAI HQ
- 31/12/2023

Continue →



Step 6

Open the email from National Vetting Bureau and click on the link within it. Then complete all the requested information within the National Vetting Bureau System. You will then be able to track your application on the National Vetting Bureau System.

Step 6.

Vetting Request FAI001-20220531-00890

evetting.donotreply <evetting.donotreply@garda.ie>
To Kirsten Pakes

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Translate message to: English | Never translate from: Irish | Translation preferences

Reply | Reply All | Forward | Tue 21/06/2022 06:36

Dear Kirsten Pakes,

Vetting Application Number -

FAI001-20220531-00890.

This application which you have consented to has not yet been completed and will expire in 9 days or on 30/06/2022.

Vetting Checklist

Please ensure you have the following information readily available;

- List of names that you are also known as i.e. maiden name, married name, name change on divorce/separation, name change by deed poll, name on your birth certificate.
- Previous addresses since birth.
- Passport Number (where applicable).
- The following information is required in relation to a criminal record, court date, court name, offence and court outcome.

To continue with the vetting process, please use the link below to access your vetting application.

[Click here to complete application.](#)

If you experience any difficulties completing the application or if you have any queries, please contact Football Association of Ireland FAI at [vetting](#).

You can track the progress of your application here. [Click here to track your application.](#)

Regards

The National Vetting Bureau.

An Garda Síochána

As Gaelige Help

Home

About Us

Vetting Procedure

Our Services

Registration of Organisations

Publications

Help

Disputes / Appeals

Site Links

News and Updates

Our Services > eVetting > Complete Application

Complete Application

On commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau will provide Garda Vetting applicants with the ability to apply online using our eVetting facility.

To use our eVetting service you must...

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- Have or have access to a valid email address
- Have access to the Internet
- Have completed the "Proof of Identity" process

To begin, please enter your email address and date of birth and then press the Enter button.

Application Id

FAI001-20210514-01134

Email

Date of Birth

dd/mm/yyyy

Reset

Enter

This can be found on the Email from the NVB.



Step 6.

Vetting Request FAI001-20220531-00890

E

evetting.donotreply <evetting.donotreply@garda.ie>

To

Kirsten Pakes

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Translate message to: English

Never translate from: Irish

Translation preferences

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Kirsten Pakes,

Application Number -

FAI001-20220531-00890.

Your vetting application is now awaiting review by **Football Association of Ireland FAI**.

If you experience any difficulties completing the application or if you have any queries, please contact the **Football Association of Ireland FAI** at vetting@fai.ie.

You can track the progress of your application here. [Click here to track your application](#)

Regards

The National Vetting Bureau.

Vetting Request FAI001-20220531-00890

E

evetting.donotreply <evetting.donotreply@garda.ie>

To

Kirsten Pakes

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Translate message to: English

Never translate from: Irish

Translation preferences

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Kirsten Pakes,

Application Number -

FAI001-20220531-00890

Your application forwarded through **Football Association of Ireland FAI** has been received by the National Vetting Bureau.

You can track the progress of your application here. [Click here to track your application](#).

If you have any queries, please contact the **Football Association of Ireland FAI** at vetting@fai.ie.

To view Frequently Asked Questions click here. [here](#).

Regards

The National Vetting Bureau.

Reply

Reply All

Forward

Tue 21/06/2022 08:00

FAI

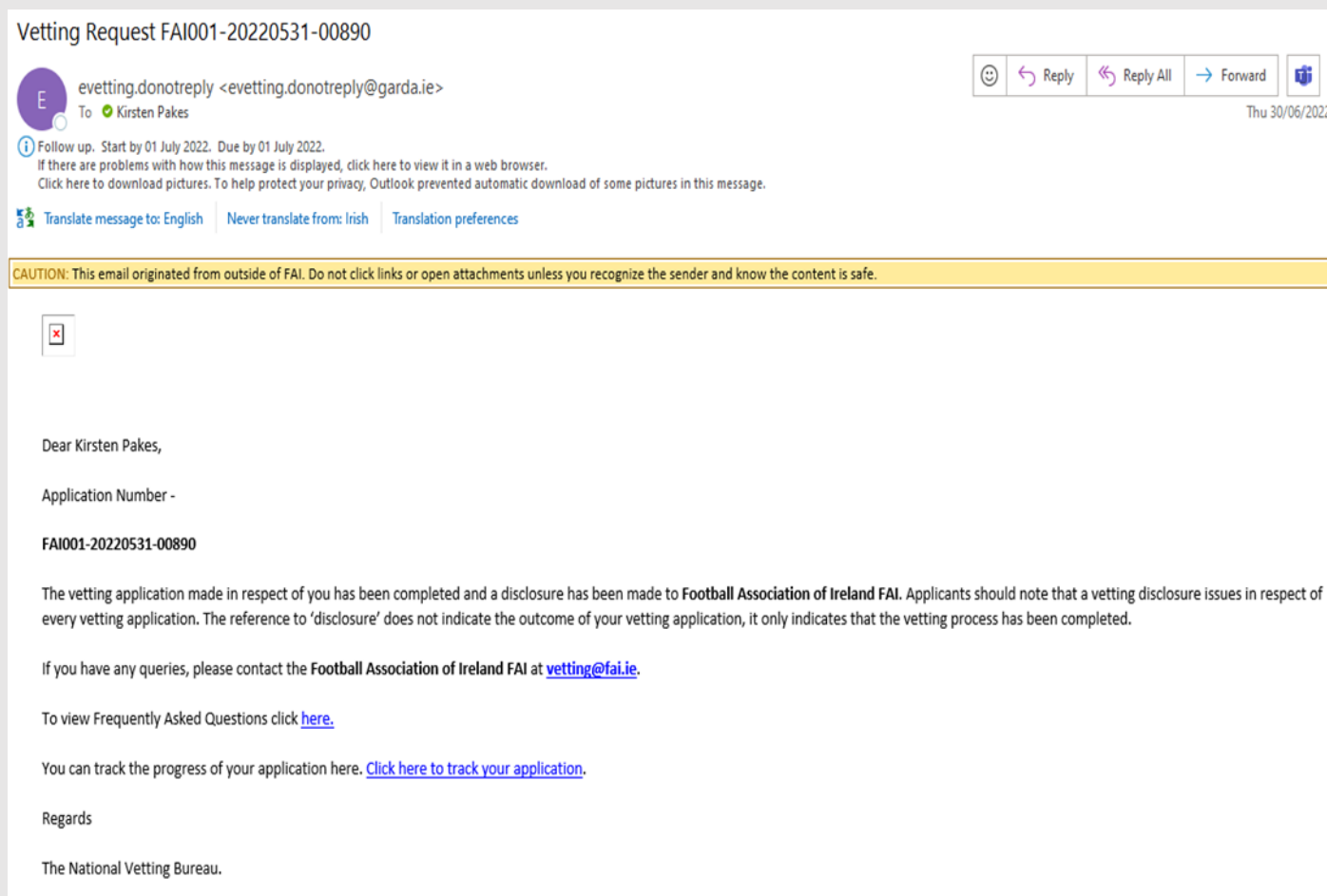
29



Step 7

Once your application has completed all the stages on the National Vetting Bureau system, a disclosure will be provided to the FAI with the results of their checks. The FAI will then review this information.

Step 7.








Step 8

If there are no convictions disclosed to the FAI, the FAI Safeguarding Team will issue your completion letter through the My Comet system which can be found on your Event tab, a licence will appear on your licence tab with how long the Vetting is valid for and the status will change to **Passed**. Please then present the relevant information to your organisation.

Step 8.

[FAI COMET] - Your status at GV Application 2023 has been set to passed

 faiconnect@fai.ie
To  Kirsten Pakes

 If there are problems with how this message is displayed, click here to view it in a web browser.

 ATT00001.txt
641 bytes

  Reply

CAUTION: This email originated from outside of FAI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kirsten,

You have successfully completed your participation at **Online Garda Vetting Application 2023** (FAI HQ, 31.12.2023 - 31.12.2023) and your status has been set to **passed**.


You can access your application and event details [HERE](#).


Kind Regards,
Football Association of Ireland


This message is automatically created by the system. Please, do not reply!


PASSED

Online Garda Vetting Application 2023

 FAI

 Garda Vetting Licence


 FAI HQ


 31/12/2023


Continue →


← **Online Garda Vetting Application 2023**


About


 Status
ACTIVE


 Organisation
FAI

 Event type
Garda Vetting Licence


 Notes
The FAI aim to check applications within 3 weeks of submission, this can vary during peak demand times. Your application will be checked by the FAI, if forms are filled out correctly and documents uploaded score a minimum of 100 points, your details will be entered onto the National Vetting Bureau e-vetting system. You will then receive an e-mail from the National Vetting Bureau inviting you to complete the next stage of the process (this link expires after 30 days). *If there is an issue with your forms or documents, you will be notified of this by e-mail and will have to start the process again. Once you've accessed the link and completed this stage of the process, you will receive a tracking number which you can use to track the current status of your Garda vetting application. When the relevant checks have been completed, a Garda vetting disclosure will be returned to the FAI. The FAI will then follow the procedures outlined within section 10 of the FAI Child Welfare and Safeguarding policy. Please refer to this policy for further details. By proceeding to Apply for Garda Vetting using this portal you must agree with the below statement and confirm this within the application process; I have provided documentation to validate my ID as required and I consent to the making of this application and to the disclosure of info by the NVB to the Liaison Person pursuant to Section 13(4)(e) NVB (Children and Vulnerable Persons) Acts 2012-2016


 Location
FAI HQ


 Date
31/12/2023


 Duration
672 hours

Application


 My application status
PASSED

 Application period
01/01/2023 - 31/12/2023


 Application mode
Just Apply (with Approval)

 Survey
[label.application.surveyAnswersView](#)

Pricing and products


 No items for sale!

Step 8.



Kirsten Pakes (333556)

Garda Vetting applications Ulster 2024- Cavan, Donegal, Monaghan

 View complete profile

Application

Person

Registrations

Licenses

Events


Q Search

All

Add

Type	Reference No.	Date from	Date to	Notes	Status	Supporting document
label.license.gardaVetting (Person)		22/05/2024	22/05/2027		ACTIVE	

Football Association of Ireland
National Sports Campus,
Abbottstown, Dublin 15, D15 X8PD



FOOTBALL
IRELAND

Kirsten Pakes
FAI
Dublin
County Dublin
COMET ID: 333556

10.05.2023
Garda Ref: FA1001-20220531-00890 **Letter Expires: 10.05.2026**


Re: Garda Vetting Application: Football Association of Ireland

Dear Kirsten,

We refer to your Garda vetting application to the Football Association of Ireland ('the FAI'). Please be advised that your application has now been processed by the National Vetting Bureau which we have fully reviewed. Having considered all information, **your vetting application has been accepted.** Please note the Garda Vetting letter from the FAI is **not an approval letter to work with children.** Therefore, if an Affiliated Member takes on a person to work with children, it is the responsibility of the Affiliated Member to ensure they are suitable. Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with children. The FAI recommends that Affiliated Members do not solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.


In accordance with FAI Regulations and policies you must now present this letter to the person responsible for all child protection and welfare matters within the football body of which you are a member. Please note that your Garda vetting application is only applicable to football bodies directly affiliated to the FAI. Please be advised that on a random basis, members of the FAI may be re-vetted as we pursue our objectives to implement best practice in our work with and on behalf of children, young people and vulnerable persons. Furthermore, should there be any change in relation to your conviction status, we would ask you to contact the FAI without delay. Please note that a condition of your acceptance is that you adhere to all FAI policies and regulations in relation to child welfare and vulnerable persons.


Finally, the FAI would like to thank you for your valued contribution to the game and wish you well in the future. If you have any questions, please contact childwelfare@fai.ie.





FAI Authorised Signatories

FOOTBALL ASSOCIATION OF IRELAND
1921 COMMAN FILE NA HEIREANN










Kirsten Pakes (333556)

Garda Vetting applications Ulster 2024- Cavan, Donegal, Monaghan

 View complete profile

Application

Person




Registrations


Licenses

Events

Q Search

All Orgs

Name ID	Event type Organisation	Date Place	Status In status since
 Garda Vetting applications Ulster 2024- Cavan, Donegal, Monaghan 12438740	Garda Vetting Licence Football Association of Ireland	31/12/2024 FAI HQ	FAILED 28/05/2024
 Safeguarding 1 - Online MS Teams - Tutors Pat Behan and Graham Kane 18208019	SG1 Basic Awareness Workshop Football Association of Ireland	23/05/2024 On Line MS Teams	CANCELLED 23/05/2024
 Online Garda Vetting Application 2023 1894195	Garda Vetting Licence Football Association of Ireland	31/12/2023 FAI HQ	PASSED 10/05/2023



Click on the three dots to download your letter.

FAI

34



Step 8.1

If a conviction has been disclosed to the FAI, your application will then go through a further review process. Full details can be found within the Garda Vetting Section of the FAI Child Welfare and Safeguarding policy

<https://www.fai.ie/about/safeguarding/fai-safeguarding-framework/>



Status Glossary:

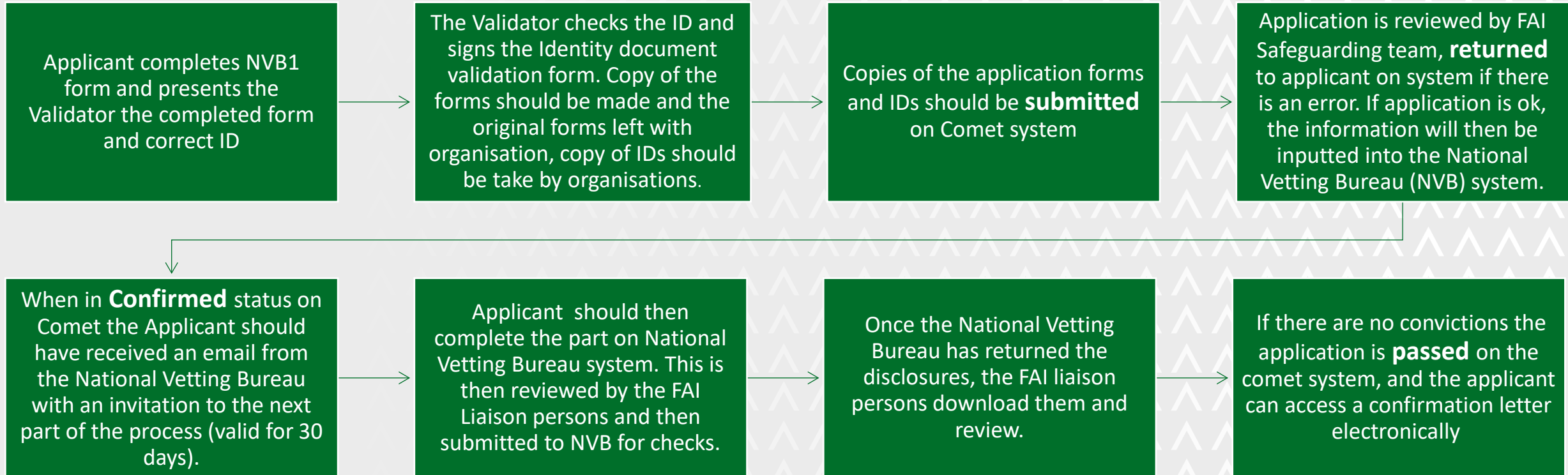
Submitted: Application submitted through the My Comet system and awaiting review from the Child Welfare team.

Returned: Error with application, applicant will have received an email from FAIconnect@fai.ie detailing the error. Application need to be corrected and reapplied.

Confirmed: Application has been reviewed by the Child Welfare Team and processed on the National Vetting Bureau System. Applicant should then receive an email from the Bureau to the next part of the process.

Passed: The application has completed the process, and the completion letter will be available to download on the applicant's course tab on My Comet.

Vetting Procedure Summary





If you need any
assistance with this
process, please
contact
childwelfare@fai.ie.

