

What you need to know regarding eVetting

To use our eVetting service you must:

- Be a member of Children in Hospital Ireland
- Be over 18 years old
- Have access to a valid email address
- Have access to the Internet
- Have completed the “Proof of Identity” process

eVetting Process

1. eVetting Invitation Form & Proof of Identity

- You will be sent your Invitation Form with your application paperwork in your invitation to our Volunteer Training Day.
- Please print, fill with your current contact details and sign. Bring the original completed copy to the training day.
- Provide **2 forms of ID** to the Children in Hospital Ireland Staff person at the training day (see ID details provided). ID must be verified in person by a staff person.
- **Please Note:** You must make your writing legible. We have to put your data correctly into the system. Be mindful of Day/ Month/ Year sequence when writing your date of birth.

2. Online Vetting Application

- Children in Hospital Ireland will review and submit your invitation to the National Vetting Bureau
- The National Vetting Bureau will send the vetting subject (you, our prospective Volunteer) an email with a link attached inviting him/her to complete a Vetting Application Form. (evetting.donotreply@garda.ie – these frequently go to spam)
- Use this link to complete your Vetting Application Form online. This is where you are asked to enter all your past addresses.
- When done, your form will automatically be sent to Children in Hospital Ireland
- **Please Note:** that the link is only valid for 30 days, after this time, the applicant must re-apply to Children in Hospital Ireland, to resend the link

3. **Children in Hospital Ireland then reviews** your Vetting Application Form for completeness, before sending it to the National Vetting Bureau for processing.

4. **The National Vetting Bureau processes** the application and forwards a vetting disclosure to Children in Hospital Ireland.

5. Children in Hospital Ireland reviews and stores the **final vetting disclosure**.

Please Note: If you are transgender, and do not wish to reveal the details of your gender identity to Children in Hospital Ireland, you may contact the Vetting Bureau’s Sensitive Applications Team on 0504-27300 who will ensure your application is processed appropriately.

Garda Vetting Identification 100 Point Check

Children in Hospital Ireland require two forms of identification to process a Garda vetting application. **We require 1 x photo proof of identity and 1 x proof of address.**

100 point check - In accordance with the Garda Bureau we are required to meet a 100-point check for ID provided. Below is a table showing the value of each ID. To make the minimum 1 photo ID and 1 proof of address, any combination must equal or exceed 100 points.

For example: **Passport** (photo ID) + **1 Utility Bill** (proof of address) = **105 points**

Identification	Score
Irish driving licence or learner permit (new credit card format)	80
Passport (from country of citizenship)	70
Irish certificate of naturalisation (with photograph)	50
Birth certificate	50
Garda National Immigration Bureau card (GNIB)	50
National Identity Card for EU/EEA/Swiss citizens	50
Irish driving licence or learner permit (old paper format)	40
Employment ID ID card issued by employer (with name and address)	35
Employment ID ID card issued by employer (name only)	25
Letter from employer (within last two years) Confirming name and address	35
P60, P45 or Payslip (with home address)	35
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35
Medical card (Without photograph)	25
Bank/ Building Society/ Credit Union statement	35
Credit/ Debit cards/ Passbook (only one per institution)	25
National age card (issued by An Garda Siochana)	25
Membership card Educational Institution, Club, union or trade, professional bodies	25
Correspondence From an educational institution/SUSI/CAO	20
Correspondence From an insurance company regarding an active policy	20