



# O.N.A.K.A.I.

## Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

### Verification of Identity for Garda Vetting To be submitted along with the completed NVB1

#### Section 1 – to be completed by the Applicant

Position applied for: \_\_\_\_\_ (Coach, Instructor, Children's Officer, Referee, Volunteer)

Club Name & Association: \_\_\_\_\_

Print First Name: \_\_\_\_\_ Print Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Applicant must be 16 years old or over)

Telephone: \_\_\_\_\_ (If 16/17 years old this must be a parent/guardian phone no.)

Email: \_\_\_\_\_ (If 16/17 years old this must be a parent/guardian email address)

#### Declarations

- I confirm that the email address provided above is where the vetting disclosure and cert will be sent to
- I have attached copies of my identification documents as indicated below
- I have shown the originals to the person signing in Section 2
- I agree to abide by O.N.A.K.A.I.'s codes of conduct, safeguarding guidelines and rules
- I have never been asked to leave a sporting organisation
- I have provided documentation to validate my identity as required
- 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

Please tick the box to confirm the declarations

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**You are not legally entitled to take up any role or position requiring vetting until a decision is made by O.N.A.K.A.I. on the disclosure returned.**



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### Important Notes for the Applicant:

Please ensure that both sections of this verification of ID Form are completed before it is returned to O.N.A.K.A.I. along with your Vetting invitation from NVB1.

NB: A criminal record will not automatically bar applicants from obtaining a position - all decisions are based on the current ONAKAI Vetting Policy.

### Section 2 – to be completed by the Local Club Children's' Officer

This section can only be completed on production of suitable identification by the Applicant (please refer to Appendix 1 & 2)

Type of Identification seen:

(Please see Appendix 2 attached – 3 forms of ID required minimum – 1 to be photo identification, 2 address identification)

(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

### Declaration

I have seen the applicant detailed in Section 1.

I verify the details in Section 1 match the original identification documents provided.

I confirm copies of the original identification documents are attached as indicated in Appendix 1 and 2

I confirm the Parent Consent Form NVB 3 is attached (if applicant is 16 or 17 years old).

Please tick the box to confirm the declarations

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### FOR O.N.A.K.A.I. USE ONLY

Application received by \_\_\_\_\_ (print name)

\_\_\_\_\_ (signed)

Date Received \_\_\_\_\_



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### Appendix 1

Important Notes for Person Verifying Identification:

1. It is the responsibility of the person verifying identification that only original identification is accepted (no photocopies).
2. Once the identity is established, it is important that a secure record of the method of verification of identification, including photocopies are kept by the club/organisation.
3. The Verification of ID form must be returned along with the Applicant's Garda Vetting Form NVB 1 to O.N.A.K.A.I. for submission to the Garda Vetting Bureau (please keep a copy of the Identification Form for your records too).
4. The Garda Vetting Bureau may request a club/organisation to confirm the method of an Applicants Identification and request to view copies on file.
5. Please only complete Section 2 above once this process has been completed and you are confident that the information verifies the identification of the applicant.
6. Please refer to Appendix 2 for examples of required documentation to confirm verification of identification.

### Appendix 2

Identification documents required by O.N.A.K.A.I.

Please provide 3 documents in the name of the applicant: one from Group 1 and two from Group 2 (see below table). Documentation from Group 1 must include photographic identification.

**Group 1** At least one form of photographic evidence/ID must be presented:

- |  |           |
|--|-----------|
| • Irish Driving licence or learner permit (new credit card format) | 80 Points |
| • Irish Driving licence or learner permit (old paper format)       | 40 Points |
| • Passport (from country of citizenship)                           | 70 Points |
| • Irish PPS Card (with photograph)                                 | 40 Points |

**Group 2** Proof of Address must be presented:

- |   |           |
|---|-----------|
| • Bank/Building Society/Credit Union statement  | 35 Points |
| • Utility bill e.g., gas, electricity, television, broadband (less than 6 months old)<br>Printed online bills are acceptable/ Mobile phone bills are NOT acceptable | 35 Points |
| • P60, P45 or Payslip (with home address)   | 35 Points |

**Children aged 16 to 18 years (any one of the following):**

- |   |            |
|---|------------|
| Birth Certificate   | 100 Points |
| Passport  | 100 Points |
| Written Statement by a Principal confirming attendance at educational institution | 100 Points |



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