



What you need to know regarding the EVetting system.

To use our EVetting service you must:

- Be a paid up member of Children in Hospital Ireland (CHI)
- 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 is a 5-Step process

1. As part of our Volunteer Training Day you will be given the EVetting Invitation Form NVB1 and will be asked to show proof of identity when you attend. You manually complete and sign a EVetting **Invitation Form** NVB1 and provide proof of identity to the CHI Volunteer Manager. The Invitation Form only requires your current contact details. CHI will validate the proof of identity. This will happen at the Training Day.

2. CHI will then review the information provided, and if everything is satisfactory, the National Vetting Bureau will send the vetting subject (you, our prospective Volunteer) an **e-mail** with a link attached inviting him/her to complete a Vetting **Application Form**. This link allows you to access the National Vetting Bureau Online Vetting system and complete your Vetting Application Form. This is the piece where you enter all your past addresses. When this is done, your form will automatically be sent electronically to CHI (note that the link is only valid for 30 days, after this time, the applicant must re-apply to CHI, to resend the link)

3. CHI 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 CHI.

5. CHI finally reviews the vetting disclosure.

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

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 logging your date of birth.



Garda Vetting Identification 100 Point Check

CHI require two forms of identity 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 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 be equal or exceed 100 point.

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

Identification	Score	Identification	Score
Irish driving licence or learner permit (new credit card format)	80	P60, P45 or Payslip (with home address)	35
Irish Public Services Card	80	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
Passport (from country of citizenship)	70	Public services card/social services card/medical card Without photograph	25
Irish certificate of naturalisation	50	Public services card/social services card/medical card With photograph	40
Birth certificate	50	Bank/Building Society/Credit Union statement	35
Garda National Immigration Bureau (GNIB) card	50	Credit/debit cards/passbooks (only one per institution)	25
National Identity Card for EU/EEA/Swiss citizens	50	National age card (issued by An Garda Siochana)	25
Irish driving licence or learner permit (old paper format)	40	Membership card Club, union or trade, professional bodies	25
Employment ID ID card issued by employer (with name and address)	35	Membership card Educational institution	25
Employment ID ID card issued by employer (name only)	25	Correspondence From an educational institution/SUSI/CAO	20
Letter from employer (within last two years) Confirming name and address	35	Correspondence From an insurance company regarding an active policy	20