



SUMMARY E-VETTING STEP BY STEP

Step 1

- Vetting Subject manually completes a Gymnastics Ireland *E-Vetting Invitation & ID Validation* form and complies with the 100 point ID check.
- Vetting subject presents their form, original identification documents with photocopies to their Club Children's Officer (or nominated person by the club) for validation (you must comply with the 100 point ID check).
- The vetting subject or Club Children's Officer then posts their eVetting Invitation form along with photocopies of the ID used to the Liaison Person, Gymnastics Ireland, Sport HQ, National Sports Campus, Blanchardstown, Dublin 15

Step 2

- Gymnastics Ireland then sends the vetting subject an e-mail with a link attached inviting him/her to complete the online eVetting Application Form.

Step 3

- The vetting subject completes an eVetting Application Form online and submits it to Gymnastics Ireland.

Step 4

- The Gymnastics Ireland Liaison Person reviews the eVetting Application Form and submits it to the National Vetting Bureau for processing.

Step 5

- The National Vetting Bureau processes the eVetting application and forwards a vetting disclosure to the Gymnastics Ireland Liaison Person.

Step 6

- Gymnastic Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.