



FAI Gardai Vetting Application Guide

Before starting the process, please ensure that you have these items ready, to upload in either. This can be a document or picture format.

- 1. The ID Validation form- Signed by the authorised person who checked your original identification** (*Chairman [Designated Liaison Person], Children's Officer, Secretary, If not a member of the FAI, the Authorised person may be one of the following: Garda, School, Principal, Doctor, Solicitor, Barrister, Commissioner for Oaths*)
- 2. Valid Government issued Photo Identification, such as a passport or Driving License** (*to include name and date of birth*)
- 3. Proof of Address issued within the last 6 months, such as a utility bill** (*for the address on the application*).
- 4. If the applicant is aged 16-17- The ID validation form, NVB 3 form and one of the following ID instead of the above ID and proof of address, Birth certificate, Passport, Written statement by a principal confirming attendance at educational institution on a letter head of that institution.**
- 5. If the applicant recently arrived in Ireland** (*has been in the country for less than 6 week*), please provide a Passport instead of the above ID and proof of address.

The ID Validation form
can be found at
<https://www.fai.ie/about/safeguarding/safeguarding-resources/>

FAI Proof of Identification for Garda Vetting

Before we can process your Garda Vetting Application, it is a Garda Vetting requirement that you complete an Identification Check. This form **MUST** be signed by an Authorised person in Section 2. This form along with **COPIES OF YOUR ID** should be uploaded to FAI Child Welfare & Safeguarding department through the FAI Comet system.

SECTION 1 [to be completed by Applicant]- ALL FIELDS ARE MANDATORY

FORM WILL BE RETURNED IF INCOMPLETE

Identification Details (to be verified by an Authorised Person)

Full Name:
Current Address:
Date of Birth:
Email: Phone:
Club:
League:
National Body and/or Provincial Association:

SECTION 2 [to be signed by an Authorised Person]

I have checked the identity of the applicant in the attached Garda Vetting Invitation Form against the original documents provided by the applicant to me. I have marked these on page 2 and I confirm that this is the person applying for Garda Vetting. I have informed the applicant that this information will be passed to the FAI and they have agreed to share their personal information with the FAI and appropriate, relevant organisations.

Full Name:
Signed:
Role [See section 3]:
Club [if applicable]:
League [if applicable]:
National Body [if applicable]:
Provincial Association [if applicable]:



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

I have a MyComet Account

If you have logins to FAI Connect or MyComet already, click here to be brought to your MyComet login page.

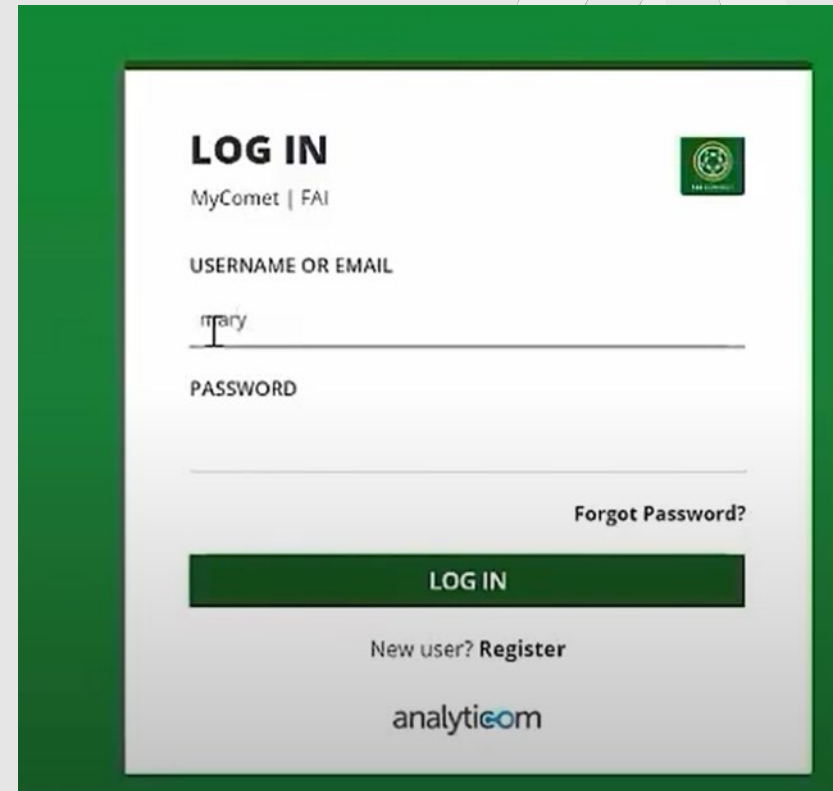
SIGN UP

I need a MyComet Account

If you do not have access to FAI Connect or MyComet, click here to be brought to your MyComet registration page.

How to Book?

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



The screenshot shows the MyComet login interface. At the top left, it says "LOG IN" and "MyComet | FAI". On the top right is the MyComet logo. Below this are two input fields: "USERNAME OR EMAIL" with the text "mary" entered, and "PASSWORD". To the right of the password field is a link that says "Forgot Password?". At the bottom of the form is a green button labeled "LOG IN". Below the button, it says "New user? Register" and the "analyticom" logo.



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.**

<https://www.fai.ie/play-and-participate/coaches/courses/>

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.

The screenshot shows a navigation bar with three categories: Referee, Safeguarding (highlighted in green), and Workshops. Below the navigation bar is a section titled 'Browse Courses' containing five course cards:

- GV Applications Ulster 2024**
Tue Dec 31, 2024 - TBD
FAI HQ
Book now
- GV applications Leinster 2024**
Tue Dec 31, 2024 - TBD
FAI HQ
Book now
- GV Applications Munster 2024**
Tue Dec 31, 2024 - TBD
FAI HQ
Book now
- GV applications Connacht 2024**
Tue Dec 31, 2024 - TBD
FAI HQ
Book now
- Garda Vetting Applications Leinster 2024**
Tue Dec 31, 2024 - TBD
FAI HQ
Book now

<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.

The screenshot displays a user interface with four white cards on a light blue background. Each card represents a Garda Vetting application seminar for a specific region in 2024. The cards are arranged in two rows. Each card includes a title, a list of details (FAI, Garda Vetting Licence, FAI HQ, and dates), and a 'Start' button with a right-pointing arrow.

- Card 1 (Top Left):** Garda Vetting applications Ulster 2024- Cavan, Donegal, Monaghan. Details: FAI, Garda Vetting Licence, FAI HQ, 31/12/2024 - 31/12/2024.
- Card 2 (Top Middle):** Garda Vetting applications Munster 2024- Clare, Cork, Kerry... Details: FAI, Garda Vetting Licence, FAI HQ, 31/12/2024 - 31/12/2024.
- Card 3 (Top Right):** Garda Vetting applications Connacht 2024- Galway, Leitrim,... Details: FAI, Garda Vetting Licence, FAI HQ, 31/12/2024 - 31/12/2024.
- Card 4 (Bottom Left):** Garda Vetting applications Leinster 2024. Details: FAI, Garda Vetting Licence, FAI HQ, 31/12/2024 - 31/12/2024.

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 Munster 2024- Clare, Cork, Kerry, Limerick, Tipperary, Waterford

About

Status ACTIVE	Location FAI HQ
Organisation FAI	Date 31/12/2024 - 31/12/2024
Event type Garda Vetting Licence	Duration 672 hours
Notes <u>This course is for Garda Vetting applications for the Munster region- Clare, Cork, Kerry, Limerick, Tipperary, Waterford</u>	

PLEASE MAKE SURE ALL YOUR DETAILS ON YOUR COMET ACCOUNT ARE CORRECT!
NAME- ADDRESS- EMAIL- PHONE NUMBER- DATE OF BIRTH.

Is your ID validation form signed off by an authorised signature?
Do you have valid photo ID (passport or driving license)?
Is your proof of address within the last 6 months?

DO NOT SUBMIT UNLESS ALL THE ABOVE IS CORRECT AND DONE!

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

Application

My application status NOT ATTENDING	Application mode Just Apply (with Approval)
Application period 20/12/2023 - 31/12/2024	

APPLY HERE ▾

Pricing and products

No items for sale!



Step 4

Upload all the required information: ID validation form (signed by authorized person), 1 form of Government issued photo ID, 1 proof of address issued within the last 6 months. Click apply. The status of the course will then change to Submitted and you will receive an email confirmation.

Step 4











Name of Organisation * 


Photo Identification *  


Proof of Address *must be dated within last 6 months *  

Garda Vetting ID Validation Form *  

Consent & Disclosure * 

NVB3 Form - *Required if applicant U18  


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


Comments 


APPLY


SUBMITTED

Online Garda Vetting Application 2023

 FAI

 Garda Vetting Licence

 FAI HQ

 31/12/2023

Continue →

Step 4

← Online Garda Vetting Application 2023

About

Status ACTIVE	Location FAI HQ
Organisation FAI	Date 31/12/2023
Event type Garda Vetting Licence	Duration 672 hours

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

Application

My application status SUBMITTED	Application mode Just Apply (with Approval)
Application period 01/01/2023 - 31/12/2023	Survey label.application.surveyAnswersView

Pricing and products

No items for sale!

[FAI COMET] - You have applied 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
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!



**FAI Child Welfare
team will review
the application.**

Step 5



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

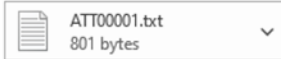
[FAI COMET] - Your application to GV Application 2023 has been returned



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.



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	Date 31/12/2023
Event type Garda Vetting Licence	Duration 672 hours

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

Application

My application status RETURNED	Application mode Just Apply (with Approval)
Application period 01/01/2023 - 31/12/2023	Survey label.application.surveyAnswersView

[label.reapplyHere](#) ▾

Pricing and products

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

N 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 Child Welfare 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**
-  Location **FAI HQ**
-  Organisation **FAI**
-  Date **31/12/2023**
-  Event type **Garda Vetting Licence**
-  Duration **672 hours**
-  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

Application

-  My application status **CONFIRMED**
-  Application made **Just Apply (with Approval)**
-  Application period **01/01/2023 - 31/12/2023**
-  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](#)

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.

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

An Garda Síochána

As Gaelige Help

Home Our Services > eVetting > Complete Application

About Us

Vetting Procedure

Our Services

Registration of Organisations

Publications

Help

Disputes / Appeals

Site Links

News and Updates

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

Email

Date of Birth



 

This can be found on the Email from the NVB.




Step 6.

Vetting Request FAI001-20220531-00890

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

  Reply  Reply All  Forward  ...

Tue 21/06/2022 08:00

 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**.


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

 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.






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.


Vetting Request FAI001-20220531-00890

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

 Follow up. Start by 01 July 2022. Due by 01 July 2022.
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

The vetting application made in respect of you has been completed and a disclosure has been made to **Football Association of Ireland FAI**. Applicants should note that a vetting disclosure issues in respect of every vetting application. The reference to 'disclosure' does not indicate the outcome of your vetting application, it only indicates that the vetting process has been completed.



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

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

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

Regards

The National Vetting Bureau.

 [Reply](#) [Reply All](#) [Forward](#) 

Thu 30/06/2022






Step 8

If there are not convictions disclosed to the FAI, the FAI Child Welfare Team will issue your completion letter through the My Comet system which can be found on your course tab, a license will appear on your licence tab with how long the Vetting is valid for and the status will change to Passed. This then the end of the process for you.

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



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	 Location FAI HQ
 Organisation FAI	 Date 31/12/2023
 Event type Garda Vetting Licence	 Duration 672 hours

 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

Application

 My application status PASSED	 Application mode Just Apply (with Approval)
 Application period 01/01/2023 - 31/12/2023	 Survey label.application.surveyAnswersView

Pricing and products

 **No items for sale!**

Step 8.

Kirsten Pakes (333556)

Profile Documents Registrations Licenses Courses

Licenses

Type	Reference No.	Date from	Date to	Notes	Status
Garda Vetting		10.05.2023	10.05.2026		ACTIVE

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

01 852 1899 9500
www.fai.ie

FAI FOOTBALL IRELAND

Kirsten Pakes
FAI
Dublin
County Dublin
COMET ID: 333556

10.05.2023
Garda Ref: FAI001-20220531-00890 **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.

Kirsten Pakes
FAI Authorised Signatories

1921 | FOOTBALL ASSOCIATION OF IRELAND
1921 | CUMANN PEILE NA hÉIREANN

FIFA
SPORT ÉIREANN
SPORT IRELAND

Kirsten Pakes (333556)

Profile Documents Registrations Licenses Courses

Courses

Name	Date	Status
Online Garda Vetting Application 2023	31/12/2023	PASSED



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.



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

