



For Tennis Ireland use only

TI Ref:

Identification Form (for verification)

Section 1 – to be completed by the applicant

Position: _____ (with Tennis Ireland/Affiliated club/school)

Club Name/School/other: _____

Note: There is a €10 Administration fee payable to 'Tennis Ireland', on each Garda Vetting application, payable cash or cheque. Any returned applications due to incomplete forms in accordance with the guidelines for completion of the Garda Vetting application process, will require a further fee of €10.

Identification details (to be verified by the President/Chairperson/Secretary/Club Administrator/Designated Person/Children's Officer – see Section 2 as to what you need to provide)

Full Name: _____ Any previous Surname: _____

Current Address: _____ Date of Birth: _____

Telephone: _____

Email: _____

List experience/involvement of working with young children in a voluntary or professional capacity:

Have you signed the relevant Code of Conduct for your position within your organisation?	Yes	No
Do you agree to abide by the Child Welfare Guidelines and rules of Tennis Ireland?	Yes	No
Have you ever been asked to leave a sporting organisation?	Yes	No

Signed: _____ Date: _____

Print Name: _____

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.



Section 2 – to be completed by Designated Person/President/Chairperson/Secretary/Children’s Officer/Club Administrator 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)

(i) _____ (ii) _____ (iii) _____

Signed: _____ Date: _____

Print Name: _____ Position: _____

Club Name/School/other: _____

Appendix 1

Important Notes for Person Verifying Identification:

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

Important Notes for Applicant:

- Please ensure that both sections of the Identification Form are completed before it is returned to Tennis Ireland along with your Garda Vetting Application.

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Appendix 2

Identification documents required by Tennis Ireland

- 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	Group 2
Current Passport	*Bank / Building Society Account Confirmation Letter
Current Driving Licence	*Utility Bill (name and address as given on form)
	*Credit Card Statement
	Addressed Payslip
	**Letter from a Head Teacher or Further Education College Principal (16 – 18 years old in full time education – only to be used when other documentation routes are exhausted)

*documentation must be less than 3 months old

**documentation must be issued within the last 12 months

How to submit your forms

The applicant must post their forms to Tennis Ireland and pay the €10 administration fee by cash or cheque.

Postal address: Tennis Ireland, Building 2, Sport HQ 2, Sport Ireland Campus, Snugborough Road, Blanchardstown, Dublin 15, D15 X6WT.

Clubs submitting multiple applications can e-mail them directly to renee.taylor@tennisireland.ie and must keep the original forms on file.

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