







| Steps | What You Need To Do |
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| <p>Step 1 Complete the eVetting Invitation form and Vetting Identifier Form and return to Horse Sport Ireland</p>  | <ul style="list-style-type: none"> • The vetting subject completes the form and makes payment via the Horse Sport Ireland Website. They then download and complete the final details of the HSI Invitation Form and GV Identifier • Vetting subject presents their forms, original identification documents with photocopies to their Club Children's Officer (or nominated person as per Prt 4 of the application form) for validation (you must comply with the 100 point ID check). • The vetting subject or Club Children's Officer then posts their eVetting Invitation and Identifier form along with photocopies of the ID used to; Vetting Liaison Person, Horse Sport Ireland, 1st Floor Beech House, Millennium Park, Naas, Co. Kildare W91 TK7N |
| <p>Step 2 Check your email for your Invitation to complete an online vetting application</p>  | <ul style="list-style-type: none"> • Horse Sport Ireland validates proof of identity and submits supplied information to the eVetting system • A link is issued to the vetting subject from the National Vetting Bureau |
| <p>Step 3 Complete the online application</p>  | <ul style="list-style-type: none"> • Visit the eVetting website using the link provided to you by the National Vetting Bureau (Step 2) • Enter your account information to login (Unique NVB id, Email and DOB) • Once you receive the link you will only have 30 days to activate it or it will expire • The vetting subject completes a Vetting Application Form online and submits it to the Horse Sport Ireland. |
| <p>Step 4 Horse Sport Ireland review your application form</p>  | <ul style="list-style-type: none"> • Horse Sport Ireland reviews the Vetting Application Form and submits it to the National Vetting Bureau. • You will receive an email once it has been submitted to the NVB for processing by H.S.I • You can track your application here: https://vetting.garda.ie/Track |
| <p>Step 5 NVB return a disclosure to H.S.I</p>  | <ul style="list-style-type: none"> • The National Vetting Bureau processes the application and forwards a vetting disclosure to Horse Sport Ireland. • You will receive an email notifying you of same. |
| <p>Step 6 Vetting Disclosure is issued to vetting subject.</p>  | <ul style="list-style-type: none"> • Horse Sport Ireland reviews the vetting disclosure and as soon as is practicable provides correspondence of same to the vetting subject • You will receive notification of your Garda Vetting Application by email from the H.S.I Liaison Person • It is the vetting subjects responsibility to issue a copy of the vetting disclosure to the relevant affiliate of H.S.I |