



Aontas Teilgin agus Amais Na hÉireann  
**Pitch and Putt Union of Ireland**

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15

Telephone: 01 - 6251110

Website address: [www.ppuie.ie](http://www.ppuie.ie)

E-mail address: [office@ppui.ie](mailto:office@ppui.ie)

## PPUI eVetting Procedure

### Step 1

- The vetting subject downloads or gets from the club a copy of the PPUI Vetting Invitation Form (NVB 1) and ID Verification Document.
- The Vetting subject manually completes the PPUI Vetting Invitation Form (NVB 1).
- Vetting subject presents their forms, original identification documents with photocopies to their Club Committee for validation (you must comply with the 100-point ID check).
- A member of the club committee completes the ID Verification document. If a member of the club committee is the Vetting Applicant, another committee member must complete this form.
- The vetting subject or Club Officer then posts the completed PPUI eVetting Invitation and ID Verification Document form along with photocopies of the ID used to; Paul Hayes, PPUI Vetting Liaison, Private and Confidential, Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

### Step 2

- PPUI through the Vetting Liaison examines the documents provided and if all are in order they send the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form.

### Step 3

- The vetting subject completes a Vetting Application Form online and submits it to the PPUI.

### Step 4

- The PPUI review the Vetting Application Form and submits it to the National Vetting Bureau.

### Step 5

- The National Vetting Bureau processes the application and forwards a vetting disclosure to the PPUI.

## **Step 6**

- The PPUI review the vetting disclosure and as soon as is practicable provides correspondence of same to the vetting subject.
- The club secretary is provided correspondence outlining the outcome of the application and informs the club that in their opinion a) the person is suitable for the role being vetted for or b) is unsuitable for the role being vetted for.