

FAI Quick Step by Step guide to the Garda Vetting Process

Step 1. Log into or register My Comet account. If you have any issue email faiconnect@fai.ie

LOGIN
I have a MyComet Account
If you have login 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

Step 2. Ensure all personal details are completed in full on your My Comet account.

General
Title (optional) * KXXXX
First Name * KXXXX
Last Name * KXXXX
Gender * Female
Date of Birth * XXXX/XXXX
Nationality * England
Country of Birth * England
Place of Birth

Address
Address * 3 Castlebox, Lough
Postcode * D15
Country * Republic of Ireland
County (optional) * County Dublin
Phone
E-mail *

Step 3. Find the Garda Vetting Application course on the comet system to submit your application.

Active events | Search: online garda

Online Garda Vetting Application 2023

- FAI
- Garda Vetting Licence
- FAI HQ
- 31/12/2023

Start →

Online Garda Vetting Application 2023

About

- Status: ACTIVE
- Location: FAI HQ
- Organization: FAI
- Date: 21/12/2023
- Licence: Garda Vetting Licence
- Duration: 472 hours

Application

Application made: Just Apply (with Approval)
Application started: 01/01/2023 - 31/12/2023
Application status: NOT ATTENDING
APPLY

Pricing and products
No items for sale!

Step 4. Upload all the required information: ID validation form (signed by authorised person), 1 form of Government issued photo ID, 1 proof of address issued within the last 6 months. Click apply. Status will then change to **Submitted.**

Online Garda Vetting Application 2023

NVBS Form - *Required if applicant
U18

Photo Identification

Garda Vetting ID Validation Form

Consent & Disclosure

Role being Vetted for *please specify that role involves working with Children Le underage coach

Name of Organisation

Online Garda Vetting Application 2023

Garda Vetting ID Validation Form - Uploaded: vetting id validation Form.pdf

Consent & Disclosure - I agree

Role being Vetted for *please specify that role involves working with Children Le underage coach - Underage Coach

Name of Organisation - Mountainview Ltd

Proof of Address *must be dated within last 6 months - Bill.jpg

Comments - Applying for garda vetting

APPLY

Step 5. FAI Child Welfare team will review the application.

SUBMITTED

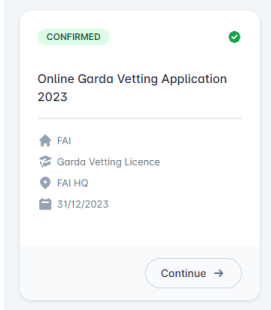
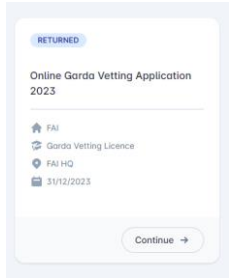
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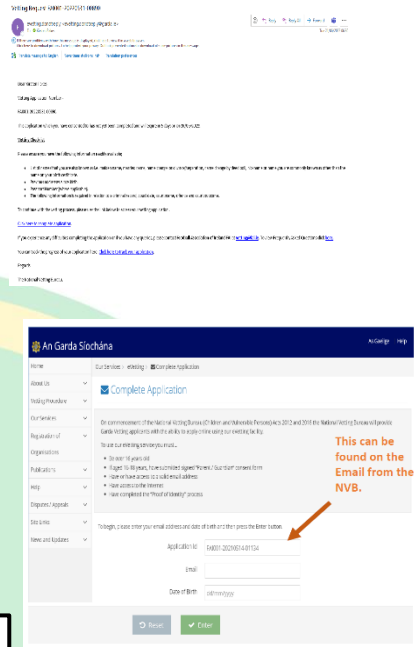
Continue →

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 5.1 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**.



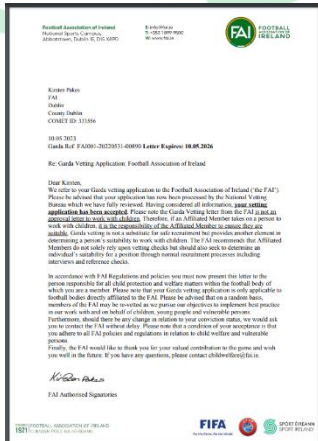
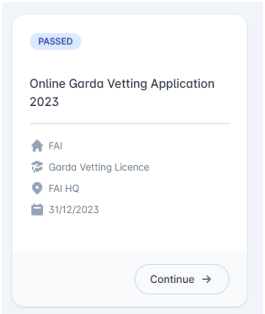
Step 6. Open email from National Vetting Bureau and click on the link within it. Then complete all the requested information within the National Vetting Bureau System. You will then be able to track your application on the National Vetting Bureau System.



Step 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 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 8.1. If a conviction has been disclosed to the FAI, you 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.



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 complete the process and the completion letter will be available to download on the applicants course tab on My Comet.