



# O.N.A.K.A.I.

## Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

Dear Member,

Following a recent Garda Vetting Conference, we are making some required adjustments to ensure compliance with the Children and Vulnerable Persons Act.

The Club Children's Officer usually signs and validates the forms, but this can also be the Club Owner. Going forward, this person will now be referred to as the **Validator**. The role of the Validator is an extremely important function, with legal responsibility and is subject to audit.

### **Role of the Validator in the Vetting application process**

- Conduct an in-person face to face meeting with the Applicant.
- Physically view the documents.
- Complete the "Identity Document Validation Form" (page 3 of NVB1)
- Complete Section 2 of the "ONAKAI Verification of ID" (revised 2025 form).
- Retain copies of ALL validated documents & forms.
- **Submit the application to the ONAKAI Liaison Person on behalf of the Applicant.**

\*The original wet ink signed NVB1 form must be physically submitted by post to the address on the NVB1 form. (not a copy, screenshot or scanned image). This is a legal requirement from the Bureau.

\*\* All other documents (Verification of ID form, Checklist, Photo ID, Proof of address must be electronically submitted to [vetting@onakai.ie](mailto:vetting@onakai.ie)

### **Role of the Applicant in the Vetting application process**

- Conduct an in-person face to face meeting with the Validator.
- Provide one Photo ID – see table below.
  - Must be valid form of ID, current and not expired
  - Photograph must match the vetting subject and must be of high quality and clear
  - Name on the document must match the name on the NVB1 Form
  - Date of birth on the document must match the date provided on the NVB1 Form
- Provide one proof of address – see table below.
  - Must be dated within six months of the date the applicant signed the consent
  - Address must be the applicants current address and match address on the NVB1 form



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- Full name must be included
- Document must be on headed paper of provider – Bank, Utility etc.
- Complete the NVB1 form – wet ink signature required.
- Complete Section 1 of the “ONAKAI Verification of ID” (revised 2025 form)
- **Hand over the completed application to the Validator, to be submitted to the ONAKAI Liaison Person on your behalf.**

Important note: it is not sufficient to state “Instructor” for the “Role being Vetted for”. You must state “Instructor for Children”.

Category	Document Type
	<b>Photo Identification</b>
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<b>Proof of Address</b>
<b>Credit Institutions</b>	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
<b>Utility Providers</b>	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
<b>Government Bodies</b>	Correspondence from government departments
<b>Local Authorities</b>	Letter from Local Council confirming tenancy

If you have any queries on the above or on Vetting in general, please email [vetting@onakai.ie](mailto:vetting@onakai.ie)



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