



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

## Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

### ONAKAI Verification of ID (revised 2025)

**Section 1**  
(to be completed by the Applicant)

Position applied for: \_\_\_\_\_ (Instructor for Children, Children's Officer)

Club Name & Association: \_\_\_\_\_

Print First Name: \_\_\_\_\_ Print Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (Applicant must be 16 years old or over)

Telephone: \_\_\_\_\_ (If 16/17 years old this must be a parent/guardian phone no.)

Email: \_\_\_\_\_ (If 16/17 years old this must be a parent/guardian email address)

#### Declarations

- I confirm that the email address provided above is where the vetting disclosure and cert will be sent to
- I have provided original identification documents as indicated below
- I agree to abide by ONAKAI's codes of conduct, safeguarding guidelines and rules
- I have never been asked to leave a sporting organisation
- I have provided documentation to validate my identity as required
- I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Please tick the box to confirm the above declarations

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**You are not legally entitled to take up any role or position requiring vetting until a decision is made by ONAKAI on the disclosure returned. Important Notes for the Applicant: Please ensure that both sections of this verification of ID Form are completed before it is returned to ONAKAI along with your Vetting invitation from NVB1. NB: A criminal record will not automatically bar applicants from obtaining a position - all decisions are based on the current ONAKAI Vetting Policy.**



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#### Section 2

(to be completed by the Validator)

This section can only be completed on production of suitable identification by the Applicant (please refer to Appendix 1 & 2)

Specify the documents seen. (one to be Photo ID and one to be Proof of Address)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

#### Declaration

I have conducted an in-person face to face meeting with the applicant detailed in Section 1.

I verify the details in Section 1 match the original identification documents provided.

I confirm copies of the original identification documents are attached as indicated in Appendix 1 and 2

I confirm the Parent Consent Form NVB 3 is attached (if applicant is 16 or 17 years old).

Please tick the box to confirm the above declarations

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### FOR O.N.A.K.A.I. USE ONLY

Application received by \_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signed)

\_\_\_\_\_ (Date)



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### Appendix 1

Important Notes for Person Verifying Identification:

1. It is the responsibility of the person verifying identification that only original identification is accepted (no photocopies).
2. Once the identity is established, it is important that a secure record of the method of verification of identification, including photocopies are kept by the Validator.
3. The Verification of ID form must be returned along with the Applicant's Garda Vetting Form NVB 1 to ONAKAI for submission to the Garda Vetting Bureau (please keep a copy of the Identification Form for your records too).
4. The Garda Vetting Bureau may request a club/organisation to confirm the method of an Applicants Identification and request to view copies on file.
5. Please only complete Section 2 above once this process has been completed and you are confident that the information verifies the identification of the applicant.
6. Please refer to Appendix 2 for examples of required documentation to confirm verification of identification.

### Appendix 2

This schedule lists the documentation that the Garda National Vetting Bureau (GNVB) will accept when processing vetting applications.

- Provide one Photo ID – see table below.
  - Must be valid for 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
  - Full name must be included
  - Document must be on headed paper



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## Accepted Documentation Table:

(Applicants Over 18)

Category	Document Type
	<b><u>Photo Identification</u></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><u>Proof of Address</u></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



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(Applicants Under 18)

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted.

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address

**Two documents must be submitted, one to support identification and one to support proof of address.**

**Strict Adherence: Only the documents listed are acceptable.**



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