

A short and simple guide to applying for Garda Vetting with H.S.I

1. Click on the link below  
<https://www.horsesportireland.ie/governance/garda-vetting/>
2. Pay the €10 fee through the payment link on the page.
3. Check your email for a message from H S I with a link
4. Download and print the Invitation form from this link.
5. Take the copies of your identification, your originals and yourself to a local Garda Station. Here they will verify your documents. Make sure you have 100 points worth of documents included.
6. Email the invitation form and verified copies of the documents to [safeguarding@horsesportireland.ie](mailto:safeguarding@horsesportireland.ie) post them to

Ciara Gorman NSO, Horse Sport Ireland,  
1st Floor Beech House, Millennium Park,  
Naas, Co. Kildare

Postal applications will take longer due to  
Covid restrictions in the workplace.

7. When H S I process your proof of application they will email you another link to the final Garda vetting form. Start gathering information on all your previous addresses from birth to now as you wait on this email. It may take a week or two. Any Northern Irish addresses **must include the post code** or your application will be withdrawn.
8. Complete the final link using the information you have already gathered, submit to H S I.
9. You will receive an email from Paul Hayes when your application has completed, this email will have a letter attached stating you have cleared Garda Vetting, and the date it will run until.
10. This letter is what you now need to send to the DLP Patricia Frost [patriciafrost41@gmail.com](mailto:patriciafrost41@gmail.com)

## FAQ

- Q. It says I can get my children's officer to verify my documents. Can I use this instead of going to the Garda Station.
- A. No. Verification must be done face to face, and due to covid, timely access to either the National Children's Officer or DLP is extremely difficult to arrange.
- Q. I haven't heard anything back after sending my first stage of paperwork in, what do I do?
- A. If you posted, then give it at least 2 weeks before contacting H S I, Covid restrictions mean the numbers working in the office are less than normal. If you emailed then please wait at least a week before contacting H S I. They are very efficient at processing applications and may have a large volume to deal with.

- Q. If I already submitted my copy of current vetting to H S I for other purposes, why do I have to send it to Dressage Ireland?
- A. Dressage Ireland has no access to the files kept by H S I. It is our duty to record the vetting status and safeguarding certification of every judge.
- Q. I have Vetting approved for another affiliate (pony club, riding club etc) can I use this.
- A. Unfortunately you must get vetting for your role in Dressage Ireland. Vetting letters which state clearance for other organisations will not be accepted by H S I as sufficient for Dressage Ireland.
- Q. I am applying for this vetting from the North of Ireland, do I need to go to a Garda Station?
- A. No, if you live in the North of Ireland your local PSNI Officer will be able to verify the copies of your documents for you.
- Q. Does my H S I vetting letter cover me to judge in the North of Ireland too?
- A. No. If you wish to judge in the North of Ireland you must apply for vetting with AccessNI through Horse Sport Ireland. A separate guide for this is available.

If you still have questions, or find yourself stuck in part of the process please feel free to contact Patricia Frost who will be happy to help.