

Guidance Notes for Local Assemblies for the Registration Process

To work with Under 18s and Vulnerable Adults on behalf of the National Spiritual Assembly an individual must:

1. Apply for Garda Vetting

- The applicant **must** contact the Garda Vetting Officer, at gardavetting@bahai.ie for the Inviter Form and guidance notes for Garda Vetting.
- The applicant prints a copy of the **Inviter Form** and completes it as outlined in the guidance notes (see copy attached below).
- **One of the officers of the Local Spiritual Assembly should:**
 - o **verify the two forms of ID that the applicant has provided, initial and date these copies**
 - o **sign off on the Inviter Form**
- The applicant should then post the Inviter Form and the signed copy of the IDs to the Garda Vetting Officer

2. Apply to be Registered

- Once Garda Vetting has been received, the applicant must then contact the Registration Officer, by email at registrationofficer@bahai.ie. They will receive a copy of the registration form and the guidance notes for registration.
- The applicant prints a copy of the **Registration Form** and completes as outlined in the guidance note (see copy attached below)
- The applicant **posts** the Registration Form, along with their TUSLA certificate to the registration officer.

3. References

- On receipt of the Registration Form the Registrar contacts the referee(s) provided by the applicant to request a reference. (see copy attached below)

4. Registration Certificate

- The registration officer will issue the applicant with a CERTIFICATE OF REGISTRATION. This Certificate is proof that they are registered to work with Under 18s and Vulnerable Adults on behalf of the National Spiritual Assembly in whatever capacity is needed.
- **For Local Spiritual Assemblies:**
 - o **This certificate should be requested from any individual who is asked to or is working with under 18s or vulnerable adults as proof that the individual is registered to work with under 18s and vulnerable adults.**
 - o **The assembly should keep a copy of that certificate only. No other documentation is required to be kept as proof.**

**Garda Vetting and Registration are valid for 3 years only from date of issue.
If the certificate expires, the individual is no longer allowed to work with under 18s and vulnerable adults.**