



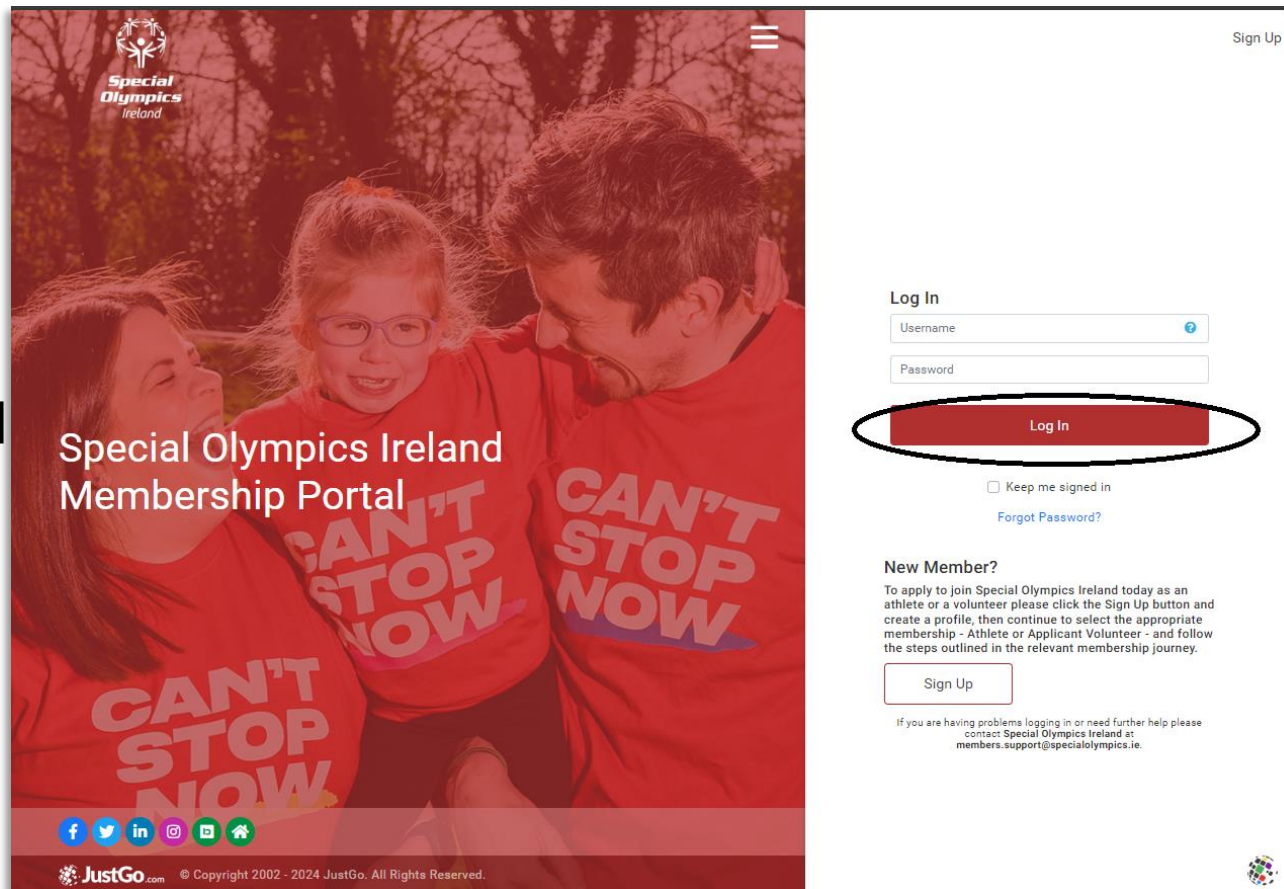
Special Olympics
Ireland

Uploading ROI ID Validation Form & Identity Documents

This guide will cover:

- How to log in
- How to upload a Republic of Ireland ID Validation Form
- How to upload ROI Proof of Identity Documents

Log into your JustGo account using your membership id/username and password



The screenshot shows the Special Olympics Ireland Membership Portal. The main header features the Special Olympics Ireland logo and a navigation menu. The background image shows a family (a woman, a young girl with glasses, and a man) wearing red t-shirts with the slogan "CAN'T STOP NOW". The page title is "Special Olympics Ireland Membership Portal".

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

New Member?

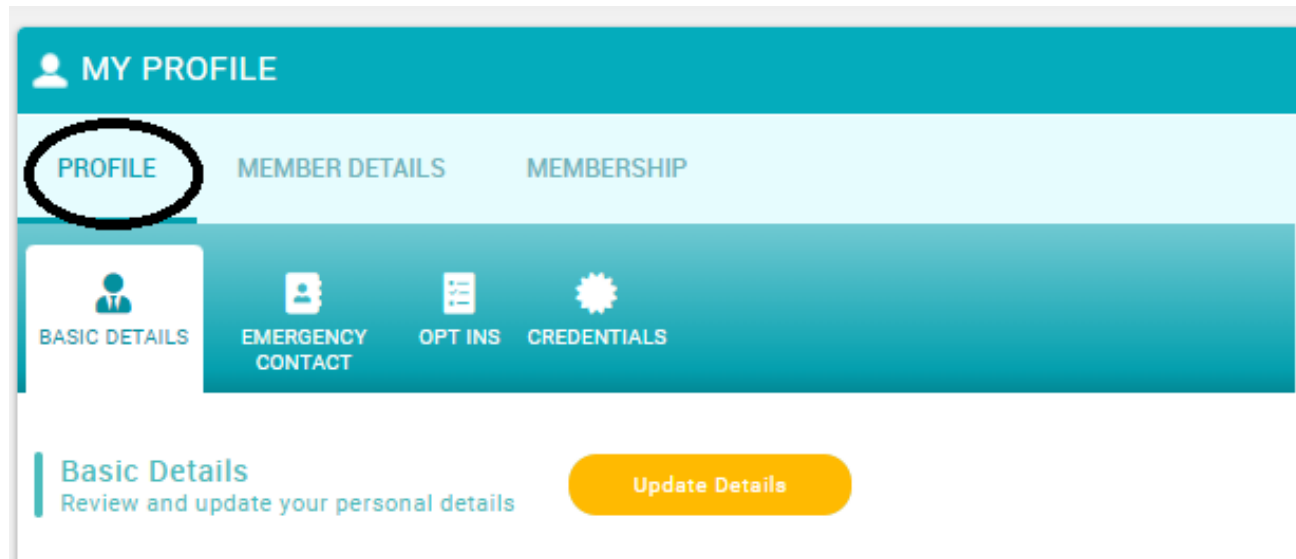
To apply to join Special Olympics Ireland today as an athlete or a volunteer please click the Sign Up button and create a profile, then continue to select the appropriate membership - Athlete or Applicant Volunteer - and follow the steps outlined in the relevant membership journey.

Sign Up

If you are having problems logging in or need further help please contact Special Olympics Ireland at members.support@specialolympics.ie.

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Once logged in, click on the
'Profile' tab



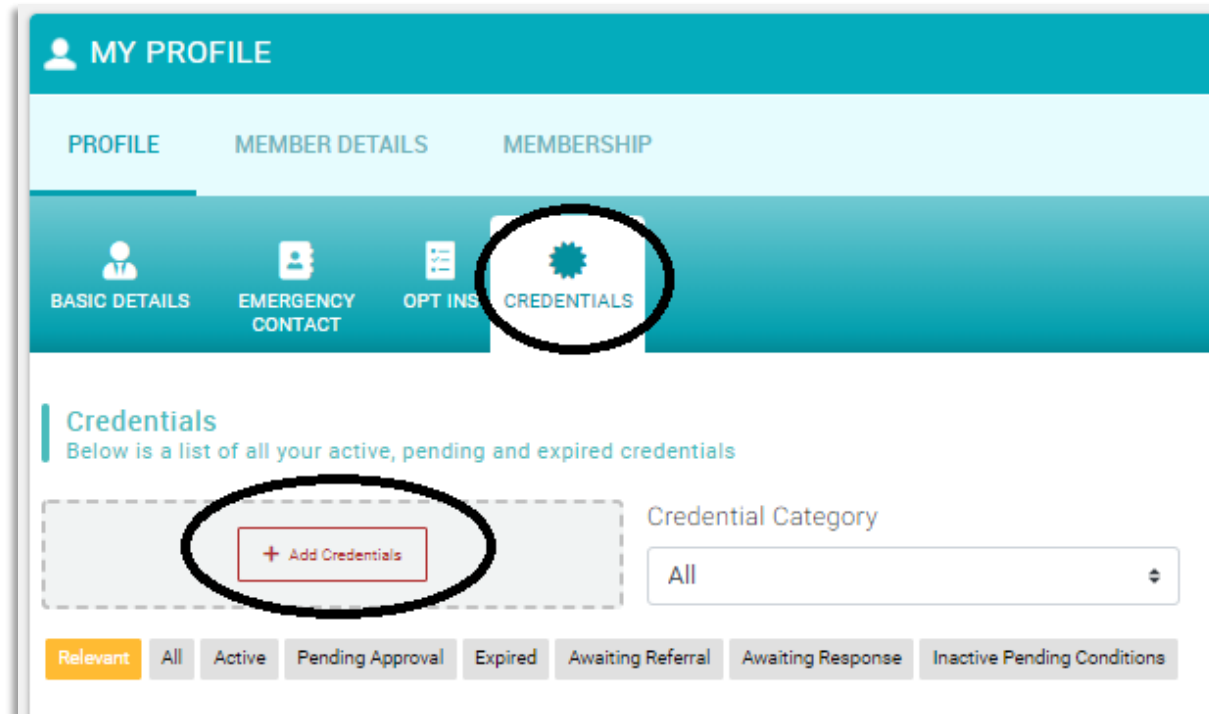
MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Basic Details
Review and update your personal details [Update Details](#)

Click on the **‘Credentials’** tab
and select **‘Add Credentials’**

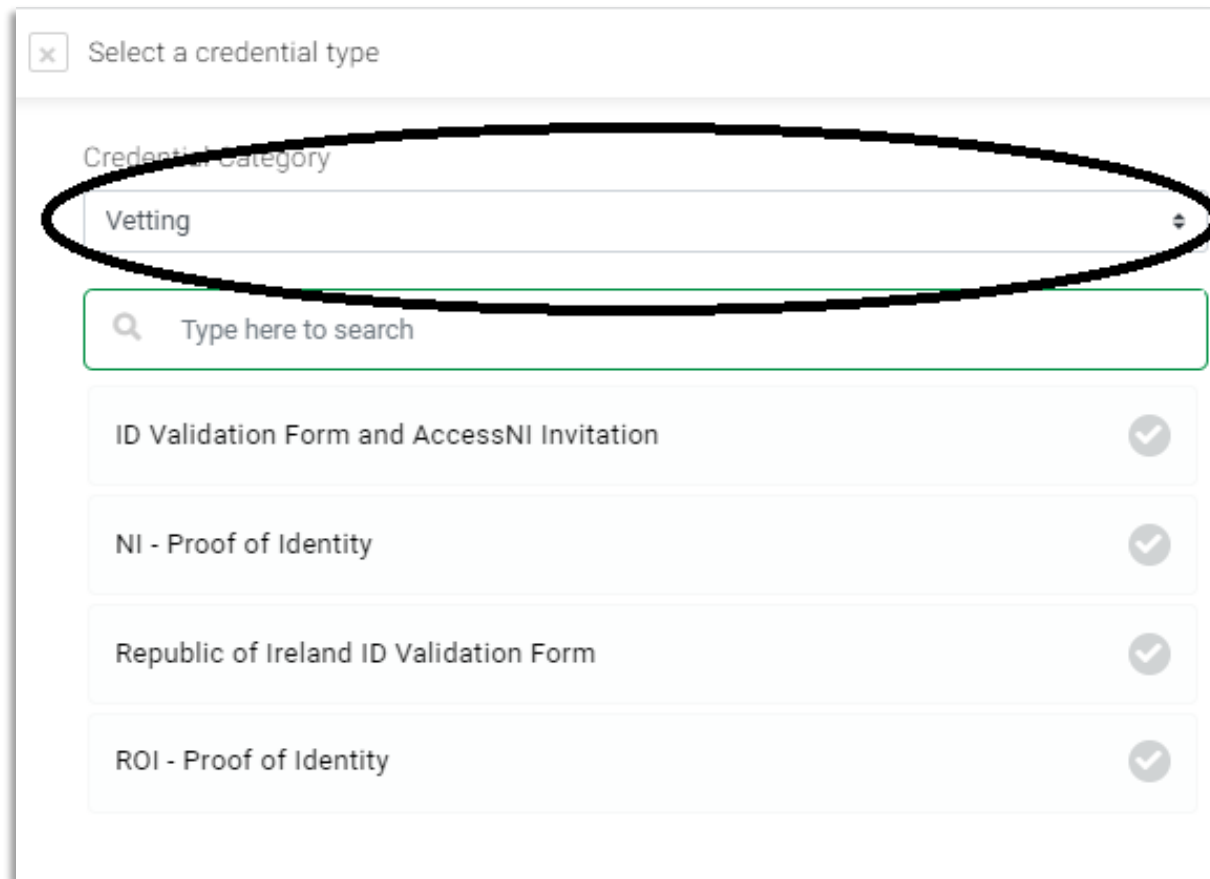


The screenshot displays the 'MY PROFILE' section of a user interface. It features a teal header with a user icon and the text 'MY PROFILE'. Below the header are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Underneath these tabs is a row of four icons with labels: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' icon, which is a gear with a star, is circled in black. Below this row, the 'Credentials' section is visible, with the heading 'Credentials' and the subtext 'Below is a list of all your active, pending and expired credentials'. A dashed box highlights a button labeled '+ Add Credentials', which is also circled in black. To the right of this button is a 'Credential Category' dropdown menu currently set to 'All'. At the bottom of the section, there is a row of filter buttons: 'Relevant' (highlighted in yellow), 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

A window appears on the right-hand side

Choose **‘Vetting’** in **‘Credential Category’**

Click **“Republic of Ireland ID Validation Form”**



× Select a credential type

Credential Category

Vetting

🔍 Type here to search

- ID Validation Form and AccessNI Invitation ✓
- NI - Proof of Identity ✓
- Republic of Ireland ID Validation Form ✓
- ROI - Proof of Identity ✓

If you are **Under 18** upload completed and signed:

- **Page 1**
- **Page 2**
- **NVB3 Form**

If you are **Over 18** upload completed and signed:

- **Page 1**
- **Page 2**

Setup credential Save

Republic of Ireland ID Validation Form

OVERVIEW

Start date
02/09/2024

Expiry date
01/03/2025

Republic of Ireland ID Validation Form

Please ensure that the form is clear and legible.

Upload all completed pages of your signed and witnessed form before you click Save in the top right corner.

You must upload page 1 and page 2.

Upload here:

No record found

Drag file(s) here or click to upload

Once you have uploaded all
required pages

Select **'Save'** in the top right of
the page

✕ Setup credential ✓ Save

Republic of Ireland ID Validation Form

OVERVIEW

Start date
02/09/2024

Expiry date
01/03/2025




Republic of Ireland ID Validation Form

Please ensure that the form is clear and legible.

Upload all completed pages of your signed and witnessed form before you click Save in the top right corner.

You must upload page 1 and page 2.

Upload here:

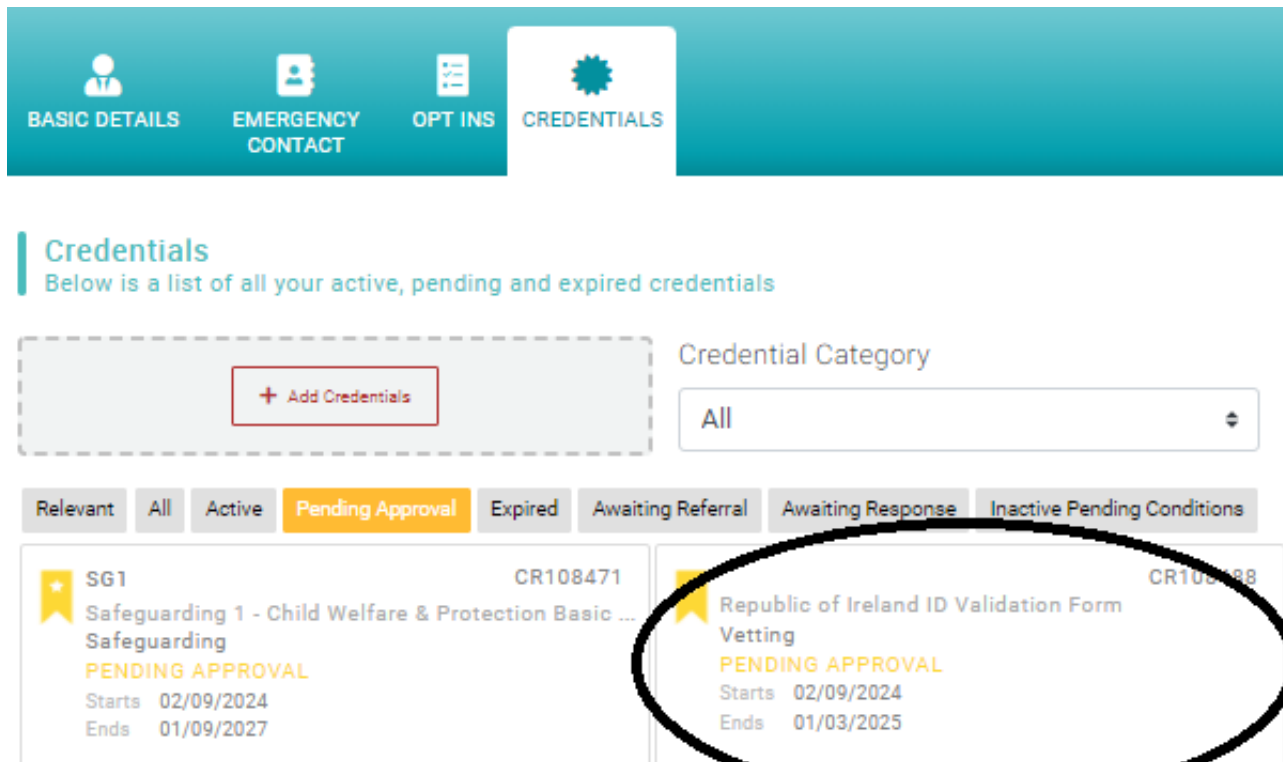
 JaneDoeIDValidationpages1and2.docx  

Drag file(s) here or click to upload

The form will be added to your
'Credentials' pending approval

This will be reviewed by the
Volunteer Department

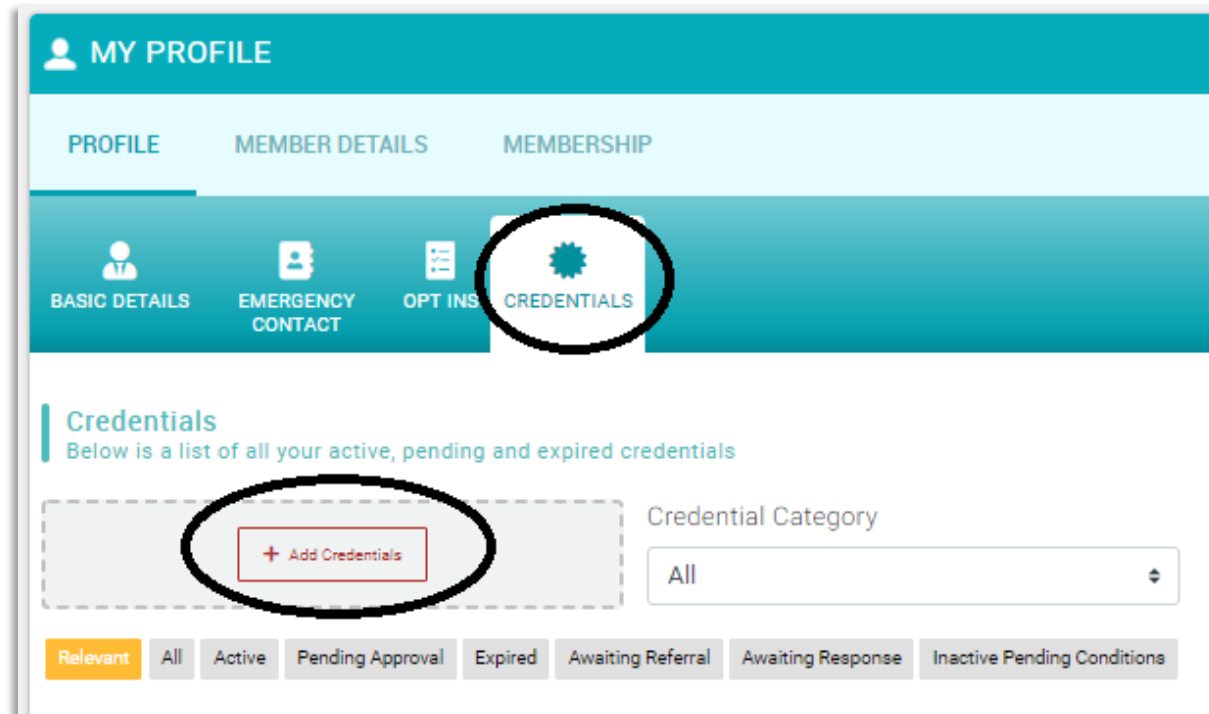
Once approved, the credential
will show as **'Active'**



The screenshot shows the 'Credentials' section of a user profile. At the top, there are navigation tabs: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. Below the tabs, the 'Credentials' section is titled 'Credentials' and includes the text 'Below is a list of all your active, pending and expired credentials'. There is a '+ Add Credentials' button and a 'Credential Category' dropdown menu set to 'All'. A filter bar shows tabs for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'. The 'Pending Approval' tab is selected. Two credential cards are visible. The first card is for 'SG1 Safeguarding 1 - Child Welfare & Protection Basic ...' with ID 'CR108471', status 'PENDING APPROVAL', and dates 'Starts 02/09/2024' and 'Ends 01/09/2027'. The second card is for 'Republic of Ireland ID Validation Form Vetting' with ID 'CR108488', status 'PENDING APPROVAL', and dates 'Starts 02/09/2024' and 'Ends 01/03/2025'. This second card is circled in black.

Add ROI – Proof of Identity Documents

Click on the **‘Credentials’** tab
and select **‘Add Credentials’**

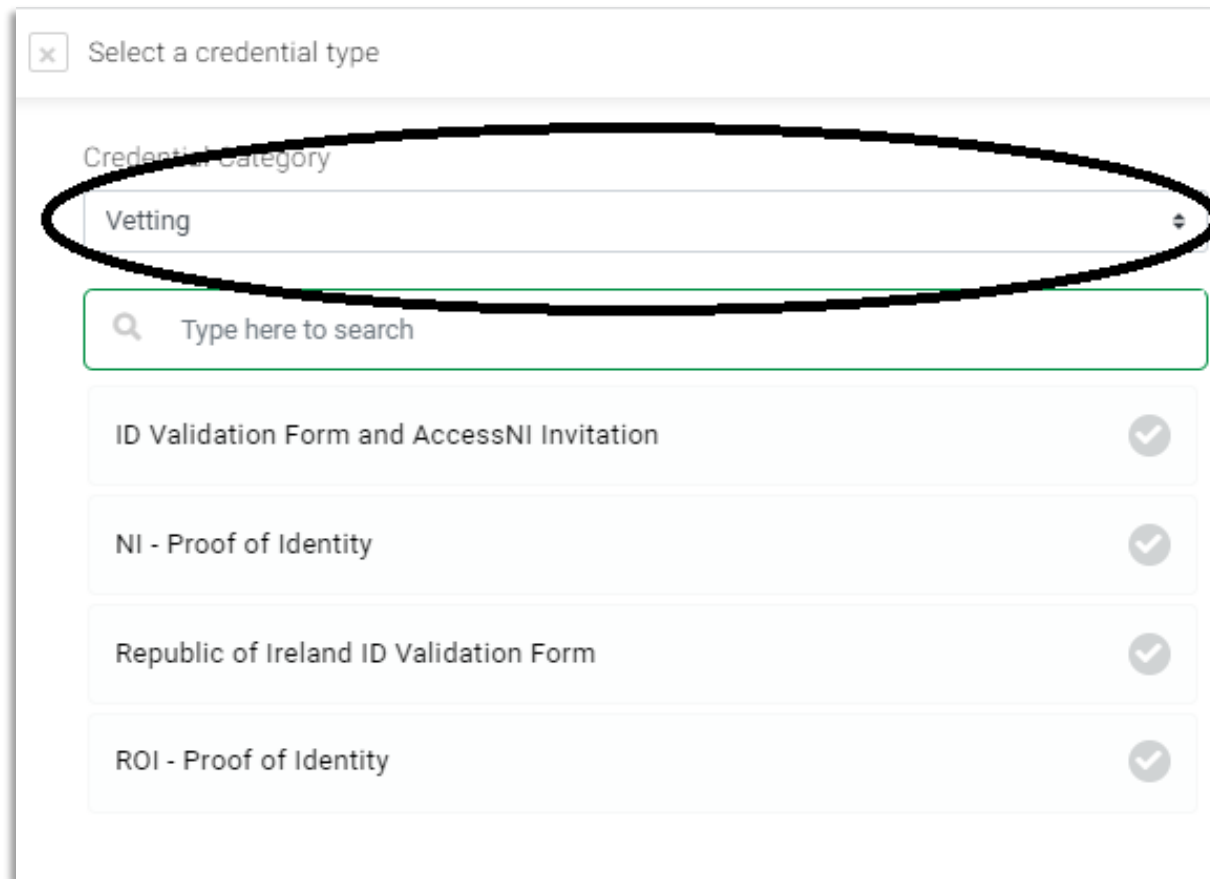


The screenshot displays the 'MY PROFILE' interface. At the top, there are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these, a row of icons represents different profile sections: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is circled in black. Below the navigation bar, the 'Credentials' section is titled 'Credentials' with a subtitle 'Below is a list of all your active, pending and expired credentials'. A dashed box highlights a '+ Add Credentials' button, which is also circled in black. To the right of this button is a 'Credential Category' dropdown menu set to 'All'. At the bottom, there is a filter bar with buttons for 'Relevant', 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

A window appears on the right-hand side

Choose **‘Vetting’** in **‘Credential Category’**

Click **“ROI – Proof of Identity”**



× Select a credential type

Credential Category

Vetting

🔍 Type here to search

- ID Validation Form and AccessNI Invitation ✓
- NI - Proof of Identity ✓
- Republic of Ireland ID Validation Form ✓
- ROI - Proof of Identity ✓

In the **‘Are you under 18?’** box

Select **‘Yes’** if you are under 18

Select **‘No’** if you are over 18

Setup credential Save

ROI - Proof of Identity

OVERVIEW

Start date
02/09/2024

Expiry date
01/03/2025

Proof of Identity

You as an applicant are required to produce documents to validate your identity. A list of acceptable documents from the National Vetting Bureau is below. Each item on the list carries a score.

Are you under 18? *

Yes
No

Documents should total a minimum score of 100.

2. Please ensure images are clear and all information must be legible.
3. AT LEAST ONE DOCUMENT MUST SHOW YOUR CURRENT ADDRESS.
4. It is mandatory for all applicants over 18 to provide at least one form of photographic ID.
5. Tick the documents you will upload in the lists below and then upload them into the section provided.

Use the scrollbar on the right-side of the page

Choose the documents that you wish to upload

If they are not listed, click **‘Other acceptable proof of identity’** to see further options

Setup credential

List of acceptable proofs of identity, tick to select. Ensure you upload all your documents before clicking Save in the top right corner. *

- 80 points - Irish driving licence or learner permit (new credit card format)
- 70 points - Passport (from country of citizenship)
- 50 points - Birth certificate
- 35 points - Utility bill e.g. gas/electricity/television/ broadband
- 35 points - Bank/Building Society/Credit Union statement
- Other acceptable proof of identity

List of other acceptable proofs of identity, tick to select. Ensure you upload all your documents before clicking Save in the top right corner.

- 50 points - Garda National Immigration Bureau (GNIB) card
- 50 points - Irish certificate of naturalisation
- 50 points - National Identity Card for EU/EEA/Swiss citizens
- 40 points - Irish driving licence or learner permit (old paper format)
- 35 points - ID card issued by employer (with name and address)
- 25 points - ID card issued by employer (name only)
- 35 points - Letter from employer (within last two years) Confirming name and address
- 35 points - P60/P45 or Payslip (with home address)
- 25 points - Medical Card
- 25 points - Credit/debit cards/passbooks (only one per institution)
- 25 points - National age card (issued by An Garda Siochana)
- 25 points - Club/union or trade/professional bodies membership card
- 25 points - Educational institution membership card
- 20 points - Correspondence from an educational institution/SUSI/CAO
- 20 points - Correspondence from an insurance company regarding an active policy
- 20 points - Correspondence from a bank/credit union or government body or state agency
- 100 points - Passport - Recent arrival in Ireland (less than 6 weeks)
- 100 points - Affidavit witnessed by a Commissioner for Oaths (if you are unable to achieve 100 points)

Scroll to the bottom of the page

Drag or click to upload the documents

Setup credential Save

- 50 points - Garda National Immigration Bureau (GNIB) card
- 50 points - Irish certificate of naturalisation
- 50 points - National Identity Card for EU/EEA/Swiss citizens
- 40 points - Irish driving licence or learner permit (old paper format)
- 35 points - ID card issued by employer (with name and address)
- 25 points - ID card issued by employer (name only)
- 35 points - Letter from employer (within last two years) Confirming name and address
- 35 points - P60/P45 or Payslip (with home address)
- 25 points - Medical Card
- 25 points - Credit/debit cards/passbooks (only one per institution)
- 25 points - National age card (issued by An Garda Siochana)
- 25 points - Club/union or trade/professional bodies membership card
- 25 points - Educational institution membership card
- 20 points - Correspondence from an educational institution/SUSI/CAO
- 20 points - Correspondence from an insurance company regarding an active policy
- 20 points - Correspondence from a bank/credit union or government body or state agency
- 100 points - Passport - Recent arrival in Ireland (less than 6 weeks)
- 100 points - Affidavit witnessed by a Commissioner for Oaths (if you are unable to achieve 100 points)

Passport (from country of citizenship)

No record found.

Drag file(s) here or click to upload

Other acceptable proof of identity

No record found.

Drag file(s) here or click to upload


When all documents have been uploaded

Click **'Save'** in the top right corner

Setup credential Save


- 40 points - Irish driving licence or learner permit (old paper format)
- 35 points - ID card issued by employer (with name and address)
- 25 points - ID card issued by employer (name only)
- 35 points - Letter from employer (within last two years) Confirming name and address
- 35 points - P60/P45 or Payslip (with home address)
- 25 points - Medical Card
- 25 points - Credit/debit cards/passbooks (only one per institution)
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- 100 points - Passport - Recent arrival in Ireland (less than 6 weeks)
- 100 points - Affidavit witnessed by a Commissioner for Oaths (if you are unable to achieve 100 points)

Passport (from country of citizenship)

 JaneDoePassport.pdf Download Delete

Drag file(s) here or click to upload

Other acceptable proof of identity

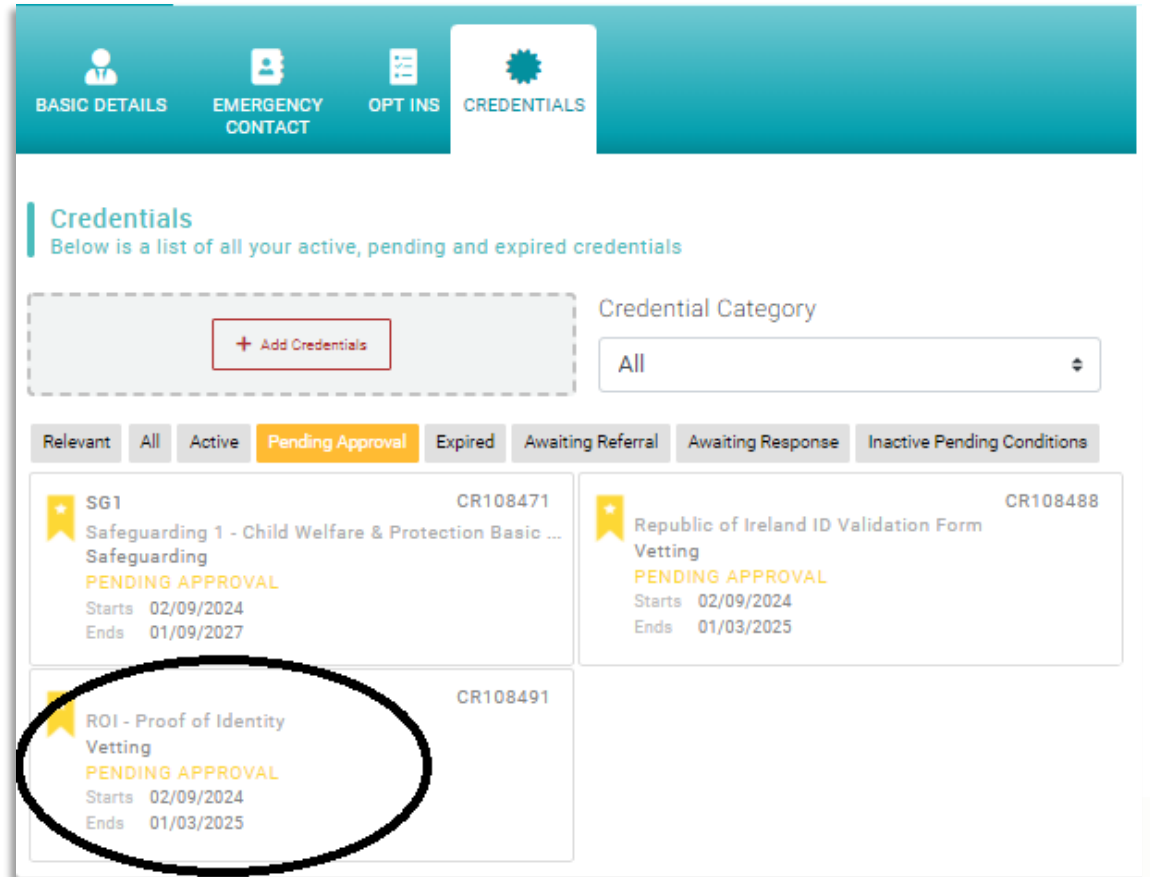
 JaneDoeEmployerLetter.docx Download Delete

Drag file(s) here or click to upload

Your documents will be added to your **‘Credentials’** pending approval

They will be reviewed by the Volunteer Department

Once approved, the credential will show as **‘Active’**



The screenshot shows the 'Credentials' section of a user profile. The navigation bar includes 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' section displays a list of credentials with a filter for 'Pending Approval' selected. Three credentials are listed, all in a 'PENDING APPROVAL' state. The third credential, 'ROI - Proof of Identity Vetting', is circled in black.

Relevant	All	Active	Pending Approval	Expired	Awaiting Referral	Awaiting Response	Inactive Pending Conditions
SG1							
Safeguarding 1 - Child Welfare & Protection Basic ... Safeguarding							
			PENDING APPROVAL				
Starts	02/09/2024						
Ends	01/09/2027						
CR108471							
Republic of Ireland ID Validation Form Vetting							
			PENDING APPROVAL				
Starts	02/09/2024						
Ends	01/03/2025						
CR108488							
ROI - Proof of Identity Vetting							
			PENDING APPROVAL				
Starts	02/09/2024						
Ends	01/03/2025						
CR108491							

When all your documentation has been verified you will receive a vetting invite from the National Vetting Bureau.

You must complete this within 30 days