Garda Vetting and Document Retention Procedures for Staff employed by the City of Dublin ETB

Document version	3
Drafted by	HR - Employee Services
Responsibility for this policy in City of Dublin ETB	Garda Vetting Liaison Person
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To be reviewed	2 years from date of implementation

Clarification

This revised Garda Vetting procedure supersedes all previous versions of any pre-existing procedures.

This vetting procedure and document retention procedure applies to all centres within the City of Dublin ETB and are applicable to all relevant staff who will be engaged in paid work. Student and volunteer vetting remains under the remit of the Corporate Services team, and all applications that fall in this category should be made under their approved procedures.

Please note the terms of the vetting outlined below will apply to staff who engage in paid work in City of Dublin ETB centres directly - staff who are not identified as suitable vetting candidates but who work on 3rd party sites which require vetting will need to be vetted by that Registered Organisation directly and it will not be the responsibility of the City of Dublin ETB to do so.

Any queries in relation to vetting should be directed to the team at **gardavethr@cdetb.ie.** The Garda Vetting Liaison person reserves the right to make the final decision on whether an invitation will be initiated for any City of Dublin ETB employee.

Issued by HR Payroll – Employee Services
September 2025

Introduction

Following a meeting with the National Vetting Bureau in September 2023, and the move to the ESBS Shared Services system, HR Payroll - Employee Services undertook a review of the Garda Vetting procedures currently in place to ensure that they remain in line with the directive of the National Vetting Bureau, under the *Children and Vulnerable Persons Act 2012*. The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities or provide certain services relating to children or vulnerable persons. The review was overseen by the Garda Vetting Liaison Person and presented to the Senior Leadership team for ratification in November 2023, for implementation with immediate effect. Further to this, following the introduction of EU Directive in July 2025 and changes to the vetting validation process, the document has been updated to formally introduce the validation rules as outlined by the National Vetting Bureau and to provide clarification to all staff undertaking the role of 'Validator' on behalf of their centre.

The procedures are prepared in accordance with *National Vetting Bureau (Children and Vulnerable Persons) Act 2012* and fulfil all the City of Dublin ETB's obligations as a Registered Organisation. There is a legal obligation on the City of Dublin ETB to identify staff applicable for vetting within the organisation, and to satisfy our own conditions that appropriate vetting was completed before paid work was carried out in a relevant centre. Under the Act, a relevant organisation shall not permit any person to undertake paid work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau. To this end, staff who are identified as requiring vetting will either need to complete the vetting process through the City if Dublin ETB or provide up to date Teaching Council vetting. No other vetting disclosures will be accepted for the purposes of paid work. The Act does not provide a legal power to request vetting details in regard to any person **unless the person is conducting relevant work as defined in the Act.**

City of Dublin Education and Training Board will provide a copy of all necessary documents to the centres directly, as well as make the Garda Vetting Procedure available on the HR SharePoint.

Amendments to the November 2023 Garda Vetting Procedure

Implementation of mandatory EU & UK checks for relevant work or activities with Children

As outlined, the National Vetting Bureau are taking steps to advance and further strengthen the vetting process, working at all times to improve the robustness of the system and enhance the protections afforded to children.

As and from the 7th July 2025, to improve and enhance the protection of children, vetting for any relevant work or activities **with children** will now include additional checks with the other 26 EU member states and the UK. In summary, vetting subjects must declare if they have lived in any other EU member state or the UK.

These EU & UK checks are only conducted for persons whose role in the organisation involves relevant work or activities with children.

To support these safeguarding enhancements, vetting subjects (for roles with children who previously lived in an EU member state or the UK) will now be required to provide **more detailed information:**

For relevant applications, the following fields have been added to the online application process to support accurate identification and efficiency of processing:

- City/Town of Birth
- Mother's Forename and Maiden Name
- Father's Forename and Surname
- Issuing Country of Passport
- The address section has been updated to easily accommodate international addresses.

Vetting subjects will also be asked if they hold an ID document from a European or UK country of previous residence. **These new questions are automatically built into the e-Vetting application process for applicants to complete.**

Impact on Application Turnaround Times

As outlined at recent Compliance briefings, these EU and UK checks will extend the processing time for these applications. Extended turnaround times should factor into timelines for the recruitment process and highlights the importance of processing application validation correctly in the first instance.

- For applications requiring checks with an EU Country, allow for up to an additional 10 working days.

- For applications requiring checks with the UK, allow for up to an additional 20 working days.

These timelines are in line with established EU/UK policy and are outside the remit/control of the GNVB or the City of Dublin ETB.

Procedure

It is the procedure of City of Dublin Education and Training Board to:

- identify individuals at the Onboarding stage of recruitment who may require vetting before they can commence work.
- liaise with centres directly to confirm that staff put forward for vetting are processed under the terms of the *National Vetting Bureau (Children and Vulnerable Persons) Act 2012.*
- provide clear rationale when vetting invitations are rejected or are requested to be resubmitted.
- ensure appropriate security systems are in place to protect the security, confidentiality and integrity of all Vetting Subjects contained in vetting applications and disclosures.

Process

- The July 2025 NVB 1 application form (Appendix B) is the only application form to be used for the purposes of HR Garda Vetting. Older versions of the vetting invitation form will not be accepted and will be returned to the centre/Onboarding team for resubmission.

- Staff in the centre or on the Onboarding team will use the Role Matrix (Appendix A) to identify if the onboarding staff member or 3rd party is a candidate for Garda Vetting.

- Staff who do not fit within the confines of the Role Matrix will not be supplied with vetting invitation application and will instead proceed with payroll set up (pending receipt of all other necessary paperwork).

- Staff whose role is included in the confines of the Role Matrix will be informed they require vetting before they can commence on the payroll and will be provided with the Garda Vetting Invitation Form (NVB1) and Guidelines for Completion.

- The completed form and supporting documents must be presented by the applicant to a validator in the centre for which they are recruited, where the supporting documents are scanned and certified on behalf of the Garda Vetting Liaison person. In some cases, and by prior appointment, the applicant can present to Head Office to have the documents certified by a validator from the Garda Vetting or Onboarding team.

- The original application form, validation form and scanned supporting documents should then be sent in hard copy to:

  Garda Vetting c/o Employee
  Services Head Office
  1 – 3 Merrion
  Road Ballsbridge
  Dublin 4

- Once all checks are carried out by the Garda Vetting team, an e-invitation will be sent to the applicant from the National Vetting Bureau for completion. The applicant has 30 days from receipt of the invitation to complete the vetting before it expires.

- Applicants whose invitation expires but who still require vetting will need to begin the process again, including the resubmission of all relevant paperwork to the centre.

- Once the vetting is complete, a copy of the disclosure is made available to the Liaison Person. A copy of the disclosure can be requested by the applicant at any point in the calendar year after submission, before it is destroyed. Please see the section on Document Retention for further information on this.

- Upon completion of the Vetting process, confirmation is sent by the Garda Vetting team to the Onboarding team or centre (in the case of 3rd parties) to proceed with employee commencement.

Certification of the supporting documents includes the following:

- The validator takes the original signed application form and checks that the application is completed correctly and in full.
- The original supporting ID documents are scanned, stamped (where possible), signed and dated by the validator to confirm that the original documents were provided for review and were valid.
- The validator completes the validation checklist provided with the application form.
- All paperwork relating to the application is taken from the applicant by the validator and sent to Head Office in the internal post.

Scanned documents certified by a member of An Garda Síochána or a Peace Commissioner will **not** be accepted.

Online vetting application

The vetting process is only deemed complete once the vetting disclosure is released to the Liaison Person. The disclosure background check only commences when the applicant completes the online application that is emailed to them once their paperwork is processed. To clarify, the NVB1 form is an invitation to vet – it does not constitute the vetting check. Applicants have 30 days from reciept of the email to complete the online form. If the invitation expires, the applicant will need to commence the process from the beginning, including resubmission of the ID supporting documents.

One the application is processed, the National Vetting Bureau will send an email link to the applicant directly and request further information for the search. The applicant will then need to log on to the link using their name and date of birth as per their application to access the webpage.

1) Preliminary questions:

This section will dictate as to whether the EU Directive 93 search will trigger. If the applicant answers yes to both having lived abroad in the EU or UK and their role being vetted for involves working with children, the additional check will take place.

2) Birth Details

The applicant provides their DOB, place and country of birth, their passport number and country of issue (if available), Mother's birth forename and surname and Father's birth forename and surname (if known).

3) Previous addresses

The applicant lists their previous addresses in chronological order beginning with the oldest to the most recent. International addresses must be detailed. There should be no gaps in the address record.

3a) **Identity Document Details**

If the applicant has international addresses, they will be asked an additional question as to whether they hold any identity documents from that country and to provide details of same.

Once the application is completed, the details are sent securely through the vetting portal to the Liaison Person for review. The Liaison Person reserves the right to return the application to the individual to be completed again should there be any information gaps, or queries around the details provided. Where possible, the Liaison Person will contact the applicant directly to confirm what has caused the application to be returned. The background search cannot commence until it is approved and signed off by the Liaison Person.

Vetting Disclosures

- Garda Vetting applicants will have the opportunity to disclose any criminal convictions on their e- vetting application form before any vetting search is carried out. This information is only visible to the Garda Vetting Liaison Person and to the National Vetting Bureau.

- Voluntary disclosures of criminal conviction will not automatically preclude an employee from commencing in a position in the City of Dublin ETB.

- Information contained on the disclosure is held by the Garda Vetting team and is not shared with any other section within the organisation.

- Disclosure information will only be shared outside of the Garda Vetting team in a situation where a disclosure is sent to the Review Committee. This is applicable in situations where the nature of a criminal conviction may deem the person unsuitable for the role being offered, or a voluntary disclosure was not made by the applicant and a conviction was subsequently confirmed by the Vetting Bureau.

- The Review Committee is made up of the relevant Director overseeing the centre in question. The Director in question retains the right to include any other Director or member of the Senior Leadership Team to participate in the adjudication of any disclosure they deem necessary.

- Where a disclosure is escalated to the Review Committee, the applicant may be called to interview to discuss the disclosure, and a decision will be made on the suitability of the employee for the role offered.

- Individual centres have no authorisation to request the employee provide them with a copy of their disclosure – confirmation from the Garda Vetting team will be sufficient for the purposes of commencing a member of staff on site.

- Any applicant who wishes to dispute the details contained in their NVB disclosure should outline the exact basis of their dispute in writing and address it to the Garda Vetting Liaison Person, who will arrange for further checks to be conducted.

- If the applicant indicates that there are errors or omissions made by them while completing the form, the vetting team will ask that the applicant complete a new form for resubmission and for further checks to be conducted.

- The list of prosecutions eligible for disclosure can be found in Appendix C.

- A vetting disclosure shall be issued in respect of each person who is the subject of a vetting application.

- The Vetting Disclosure will include:

  particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person which the Chief Bureau Officer has determined in accordance with Section 15 of the Act should be disclosed,
  or
  state that there is no criminal record or specified information, in relation to the person.

Document Retention

In line with general advice issued from The Office of The Data Protection Commissioner (ODPC) in April 2021 and from the Compliance Manager of the National Vetting Bureau (October 2023), the retention policy for Garda Vetting documents for the City of Dublin ETB is below as follows:

- Vetting disclosures will not be retained by the Garda Vetting team for any longer than one calendar year and will be routinely purged in a secure manner after the calendar year elapses.

- Disclosures for staff who cease work with the City of Dublin ETB will be destroyed as part of their cessation from the payroll, regardless of whether the calendar year from their disclosure date has elapsed.

- To ensure that the City of Dublin ETB is compliant with any audit obligations as a registered organisation, the hard copy of documents provided by a subject to initiate a vetting invitation will be kept in perpetuity, in secure storage, while the vetting subject remains in the employ of the City of Dublin ETB.

- Vetting invitation documents will be purged for staff –

  - who cease from the payroll
  - who do not take up their employment with the City of Dublin ETB, or
  - whose vetting invitation lapses.

- The Garda Vetting team will keep an internal record of vetting applications processed for verification purposes. This record will include the name, date of birth, address, invitation date, NVB reference number and centre number, as well as the applicant's disclosure date. It will not contain any details regarding the nature of the disclosure made to the City of Dublin ETB other than if the disclosure was approved by the Review Committee or 'Clear' to confirm that clearance was given to Onboarding or the centre to proceed with adding the applicant to payroll.

- The Garda Vetting Liaison Person retains the right to confirm with any centre at any time that an employee is still engaged in relevant work and activities – any change in an employee's status must be reported to the Garda Vetting team to ensure any unnecessarily held paperwork is purged.

Role of the Validator

The 'Validator' is the agent who operates on behalf of City of Dublin ETB at centre level. Their role is crucial to the organisation's compliance with the National Vetting Act. It is the responsibility of the 'Validator' to physically see the original supporting identity documents provided by the applicant and to ensure the application form is completed correctly and in full.

1. NVB1 form validation

The NVB1 form is crucial for the vetting process, and its accuracy must be thoroughly checked.

Criteria for Assessment:

- The vetting subject's name, address, and date of birth must be correctly entered.
- The vetting subject's contact number and email address must be accurately provided.
- The role stated on the form must be clearly defined and must be within the definition of relevant work or activity.
- The name of the organisation must be specified on the form, which will default to City of Dublin ETB.
- The consent box must be duly ticked.
- The vetting subject must sign and date the form. A handwritten ('wet') signature is required and digital signatures are not accepted.
- The NVB1 form must be submitted within 6 months of the date signed.
- The NVB1 form must be fully completed, signed and dated prior to the submission of an application.

2. Validation of documents identity & address Validation required by GNVB:

The validation required by GNVB refers to the process by which an individual certifies that a copy of a document is a true and accurate reproduction of the original. The person validating must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation. To ensure a thorough validation process, organisations must validate identity documents in person, and maintain an auditable process addressing the following:

- The validator must physically see the documents to confirm the vetting subject matches the documents.
- The following details must be recorded in the designated section of the NVB1form:

o document type and reference number (e.g. Passport number)

o the date of validation

o the validator's name, position, and organisation must be clearly recorded and their name printed and signed.

Regular compliance checks and training will be conducted at organization level to ensure strict adherence to the compliance standard. Applications which do not meet the checks above will not be considered and returned to the centre to liaise with the applicant to complete.

Appointing a Validator

- By default, all heads of centres within the City of Dublin ETB are the main validator for their centre and will be responsible for their centre maintaining a high standard of compliance with the National Vetting Act and to the City of Dublin ETB Vetting Procedure.
- The head of centre retains the right to appoint a deputy or deputies to assist them in their duties, as appropriate.
- Validators must complete the training modules as provided by the Corporate Services and Employee Services teams and participate in any upskilling where required. Applications will not be accepted from validators who do not complete the relevant training.
- A register will be kept by the Corporate Services and Employee Services vetting teams of authorized validators.
- Validators will be subject to regular compliance checks from both Head Office and the National Vetting Bureau. Re-training may be required for validators whose centres do not pass a compliance audit.
- The vetting teams reserve the right to escalate to Senior Leadership Team for any centre that repeatedly breaches compliance procedures.

Overseas Police Clearance

This applies to those undertaking relevant work or activities who have resided overseas for a period of 12 months or more.

The Vetting form which is completed by applicants only covers addresses in the Republic of Ireland and Northern Ireland. If the applicant has resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, while over the age of 18, it will be mandatory to provide a police clearance to the Garda Vetting Liaison person when asked.

The Police Clearance Certificate is an official document from the country where the applicant resided which notes that the applicant has no criminal convictions against them in that country. The applicant needs to provide a separate Police Clearance Certificate for each country resided in.

Clearance must be dated after the date the applicant left the country/countries.

Seeking security clearance(s) from other countries (e.g. UK, USA etc.) is the responsibility of the individual. It is a process which can take a significant amount of time. Therefore, it is advised that parties who are interested in pursuing work or activities within City of Dublin ETB commence seeking international security clearances as soon as possible. If the applicant requires overseas security clearance and is unable to produce it at the time of work offer then the offer may be withdrawn.

City of Dublin ETB cannot be held responsible for any charges occurred by the applicant

For further information, please see Appendix D.

Foreign Language Assistants (FLA)

As per our procedure outlined above, the validator are required to receive original application paperwork before the vetting process can commence. The Garda Vetting teams are aware this procedure is not always feasible for FLA participants, and can cause delays with the commencement of participants to the scheme in their assigned schools. The National Vetting Bureau's compliance team have advised that we have discretion to implement the below:

"Initially, if you are accepting scanned or photographed documents, you can commence the vetting process once you have received a scanned copy of the signature. The copy of ID documentation and consent scanned or photographed to the relevant organisation must be of a good, clear quality and a scan or photo of the original document. The applicant's original documentation must be verified and checked against the scanned/photographed documentation on the day of recruitment to ensure it matches the information on the scanned or photographed documentation used to process the application. However, someone in the Organisation must meet face to face with the vetting subject before the completion of the Recruitment Process."

This process will apply to Foreign Language Assistants **only.**

Please note the below for any centre looking to process Garda Vetting for Foreign Language Assistants:

- Email gardavethr@cdetb.ie with a scanned copy of the completed application form provided by the applicant. The form must be completed in full as normal and the consent box ticked. The scan must be of good quality.
- The applicant will need to be advised to **keep the original application form** they have scanned, as they will need to present this form to the centre on their first day in the school.
- The applicant must use their address from their home country for vetting, and provide supporting IDs as normal. The scans must be of good quality, and the regular rules for supporting IDs apply.

- The Garda Vetting team will process the scanned paperwork once received. The applicant will not be permitted to start in the centre until the vetting process is complete, as per the standard process.
- Once the vetting disclosure is complete, we will contact the centre to advise their FLA is permitted to commence.
- The applicant must provide their **original application form** to the head of centre/centre administrator, as well as the copies of the supporting documents, **on their first day on site.**
- These documents must then be sent in the internal post to the Garda Vetting team in Head Office as per the standard procedure.

We have been permitted to process as per the above on this basis that centres comply with following up with the original paperwork. The Garda Vetting team reserve the right to revoke and void the vetting disclosure if original paperwork is not received in a timely manner, and this discretionary process will be removed for any centre that do follow as per the above.

Re-vetting

It remains a contractual obligation for staff who have been identified as requiring vetting as part of their role to hold up to date vetting for the duration of their employment with City of Dublin ETB. As such, the Employee Services vetting team will continuously process re-vetting applications throughout the year for staff who have held their disclosure for three calendar years. The vetting team will contact the head of centre with a list of staff coming to their end of their vetting period to arrange for the NVB1 form and supporting documents to be sent from the centre validator to head office for processing.

As re-vetted staff are already on the payroll, re-vetting applications should be processed as a priority by the centre. Should the employee allow their vetting to lapse and no movement is made on the re-application, the Liaison Person reserves the right to remove the employee from the payroll with immediate effect and revoke their permission to present to the centre for work. Staff who are taken off the payroll for lapsed vetting will not be entitled to backdated pay on their return to work.

Appendix A – Role Matrix

ROLE	RATIONALE	SCHEDULE 1 – Support section of Act
Adult Education Guidance Counsellor – Adult Education Services	On site in a centre of education (as deemed by the Education Act 1998) when vulnerable adults are present.	Part 2 (5) – **ONLY** vetted if the majority of students are vulnerable adults
Art/Life Model – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – **ONLY** vetted if the majority of students participating in the class are under 18 **OR** Part 2 (1a) **ONLY** vetted if the majority of students are vulnerable adults
Assistant Staff Officer – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (1b) – Always vetted
Bus Driver & Bus Escort – Primary / Post Primary	Providing supervision to children to/from school	Part 1 (8) / Part 1 (4) – Always vetted
Casual Teachers (DCS) – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted. *Valid Teaching Council vetting will be accepted also.*
Casual Teachers (DCS) – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – **ONLY** vetted if the majority of students participating in the class are under 18 **OR** Part 2 (1a) **ONLY** vetted if the majority of students are vulnerable adults. *Valid Teaching Council vetting will be accepted also.*
Centre Manager – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – **ONLY** vetted if the majority of students in the centre are under 18 **OR** Part 2 (1a) **ONLY** vetted if the majority of students in the centre are vulnerable adults
Class Aide – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (1b) – Always vetted

Clerical Officer – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (1b) – Always vetted
Exam Supervisor – Primary / Post Primary	Providing supervision to children in a centre of education (as deemed by the Education Act 1998)	Part 1 (4) – Always vetted
General Operative & Porters & Caretaker – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (1b) – Always vetted
General Operative & Porters & Caretaker – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – ONLY vetted if the majority of students in the centre are under 18 OR Part 2 (1a) ONLY vetted if the majority of students in the centre are vulnerable adults
Guest Speaker & Lecturer – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (4) – Always vetted
Guest Speaker & Lecturer – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (4) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (4) ONLY vetted if the majority of students are vulnerable adults
Industry Expert – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (1a) ONLY vetted if the majority of students are vulnerable adults
Instructor –Training Centres	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (1b) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (1a) ONLY vetted if the majority of students are vulnerable adults
Librarian – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (1b) – Always vetted

Musician Educator – Music Generation	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
Teacher (including Principal and Deputy) – Primary / Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted. Valid Teaching Council vetting will be accepted also.
Teacher (including Principal and Deputy) – Further Education (including Prisons)	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (5) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (4) ONLY vetted if the majority of students are vulnerable adults. Valid Teaching Council vetting will be accepted also.
Co-ordinator – Youthreach	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
School Completion Project – Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
Special Needs Assistant – Primary/Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
Tutor – Adult Education Services	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (5) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (4) ONLY vetted if the majority of students are vulnerable adults.
Workshop Facilitator – Primary/Post Primary	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
Workshop Facilitator – Further Education	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (5) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (4) ONLY vetted if the majority of students are vulnerable adults.

Resource Person – Youthreach	On site in a centre of education (as deemed by the Education Act 1998) when children are present.	Part 1 (5) – Always vetted
Youth Worker – CDYS	On site in a centre of education (as deemed by the Education Act 1998) when children OR vulnerable adults are present.	Part 1 (5) – ONLY vetted if the majority of students participating in the class are under 18 OR Part 2 (4) ONLY vetted if the majority of students are vulnerable adults.

Appendix B – Application Form

- The updated version of NVB 1 (July 2025) as per the below is the only Garda Vetting application from which will be accepted by the Vetting Team.

- To establish the applicant's identity for vetting purposes, an individual must provide documentary proof of their name, date of birth and current address. One ID must be a photo ID. The below documents are the only ones that can be accepted for the purpose of validating the applicant:

Photo Identification:

1. Passport from country of citizenship
2. Irish Driving Licence or Learner Permit (new credit card format)
3. Irish Certificate of Naturalisation
4. National Identity Card (EU/EEA/Swiss Citizens)

Proof of Address:

1. Bank statement from a recognised bank (<u>not</u> private money lenders or Revolut)
2. Credit Union Statement
3. Credit Union Passbook
4. Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence issued within the last 6 months <u>not</u> mobile phone bills)
5. Correspondence from government departments
6. Letter from Local Council confirming residency

Please note the following:

- Evidence of address provided must be dated within 6 months of the date of application, unless the proof of address being provided is a valid driver's license.

- The name on the photo ID must match the name on the proof of address, which must match the application form ie if the application form notes a married name, the documents supplied to support the application must also be in the married name.

- Application forms which have been signed and dated by the subject will expire after six months - expired application forms will not be accepted to initiate vetting.

- Applications where the consent box is not clearly marked by the vetting subject will be considered void and returned to the centre.

- The section under 'Role Being Vetted For' must use a role set out in the Role Matrix; generic terms or roles not listed on the Matrix will not be accepted and returned to the centre.

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicants signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.

City of Dublin ETB
1-3 Merrion Road
Ballsbridge
Dublin 4

Your Ref:

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle Name(s):

Surname:

Date Of Birth: D D / M M / Y Y Y Y

Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required and 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 box, to confirm I have read above declaration.**

Applicant's Signature:

Date: D D / M M / Y Y Y Y

FOR OFFICE USE ONLY – Not to be completed by applicant

Identity Document Validation Form (NVB1)

Your Ref:

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired?	[ ] Yes	[ ] No
Is the photograph on the document a true likeness for the vetting subject?	[ ] Yes	[ ] No
Is the photograph of high quality and clear?	[ ] Yes	[ ] No
Is the date of birth on the document matching the date provided on the NVB1 Form?	[ ] Yes	[ ] No
Is the name on the document exactly matching the name provided on the NVB1 Form?	[ ] Yes	[ ] No

Section 2: Proof of Address

Is the address document dated within six months of the consent date?	[ ] Yes	[ ] No
Is the address on the proof of address document matching the address provided on the NVB1 Form?	[ ] Yes	[ ] No
Is the vetting subject's name included on the proof of address document?	[ ] Yes	[ ] No
Is the document acceptable as proof of address document, as per Identity Document Schedule?	[ ] Yes	[ ] No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject?	[ ] Yes	[ ] No
Is the role accepted to be relevant work or activity?	[ ] Yes	[ ] No
Is the Consent Box ticked?	[ ] Yes	[ ] No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original)	[ ] Yes	[ ] No
Photographic ID document type: ______________________________	[ ] Yes	[ ] No
Document Reference No. ______________________________		
Proof of address document type: ______________________________	[ ] Yes	[ ] No

If you have answered <u>No</u> to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): ______________________________

Validator's Signature: ______________________________

Validator’s Role: ______________________________

Validator’s Contact Number: ______________________________

Date of Validation: ______________________________

Appendix C – Statutory Limitations on Vetting Disclosures and Specified Information

- **"Criminal Record",** in relation to a person, means -
  (a) a record of the person's convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, or
  (b) a record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence, or both.

- Where a person who is the subject of an application for vetting disclosure has a conviction to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies, the conviction shall be excluded from the vetting disclosure made by the Bureau in respect of the person. This section applies to District Court convictions only.

  The following District Court Convictions will NOT be disclosed:

- Convictions over 7 years for motoring offences other than Section 53(2) of the Road Traffic Act 1961.

- Convictions over 7 years for the following offences under the Public Order Act 1994:
  - Section 4 (Intoxication),
  - Section 5 (Disorderly conduct),
  - Section 6 (Threatening, abusive or insulting behaviour),
  - Section 7 (Distribution or display of material which is offensive),
  - Section 8 (Failure to comply with direction of Garda),
  - Section 9 (Wilful obstruction).

- District Court convictions for any other minor offence will not be disclosed after 7 years where the person has one such offence only (excluding motoring or public order offences over 7 years old).

- This provision does not apply to excluded offences as outlined in Schedule 3 of the Act:

  - An offence under section 17 of the Domestic Violence Act 1996.
  - An offence under the Non-Fatal Offences against the Person Act 1997.
  - An offence under section 246 of the Children Act 2001 (cruelty to children).
  - An offence under section 176 of the Criminal Justice Act 2006 (reckless endangerment of children).
  - An offence under section 80 of the Health and Social Care Professionals Act 2005.
  - An offence under section 41 of the Medical Practitioners Act 2007.
  - An offence under section 44 of the Nurses and Midwives Act 2011.
  - An offence under section 49 of the Nurses Act 1985.

- Any offence under section 50 and 51of the Dentists Act 1985

- An offence under section 32 of the Pharmacy Act 2007.

- An offence under section 56 of the Teaching Council Act 2001.

- An offence under the Firearms Act 1925.

- An offence under the Firearms Act 1964.

- An offence under the Firearms and Offensive Weapons Act 1990.

- An offence under section 31 or 32 of the Intoxicating Liquor Act 1988.

- An offence under the Misuse of Drugs Acts 1977 to 2015, other than a first offence under section 3 of the Misuse of Drugs Act 1977.

- An offence under section 14, 15, 16, 17, 18 or 19 of the Criminal Justice (Public Order) Act 1994

Specified Information

- Specified information in relation to a person who is the subject of an application for vetting disclosure means information concerning a finding or allegation of harm to another person received by the Bureau from An Garda Síochána or a scheduled organisation pursuant to section 19 of the Act.

- It is information that is considered to give rise to a bona fide concern that the vetting subject may harm, attempt to harm or put at risk a child or vulnerable person or both.

- If such information is going to be disclosed to a relevant organisation relating to one of their applicants, the Chief Bureau Officer must, in advance, notify the vetting subject of the intention to disclose the information.

- The decision to disclose specified information requires the Chief Bureau Officer to believe that the information in question is of such a nature as to give rise to a bona fide concern that the vetting subject may harm, attempt to harm or put at risk of harm a child or vulnerable person.

- The vetting subject shall be informed in writing by the Chief Bureau Officer of his or her intention to disclose specified information and shall furnish him or her with a summary of the specified information.

- The vetting subject shall also be informed that he or she may make a written submission in relation to the specified information concerned, within 14 days.

- On receipt of a submission, or where the 14 days have elapsed, the Chief Bureau Officer will make a determination in accordance with the requirements set out at 15(3) and (4).

- The Chief Bureau Officer shall then notify the applicant of that proposed determination and the reason for it, provide a copy of that information, notify the person of her intention to disclose the information within 14 days and inform the person of his/her right to lodge and appeal within 14 days from the date of the notification.

- The appeals process is independent.

- A person may appeal to the High Court from a determination of an appeal by an appeals officer on a point of law and the determination of the High Court on such appeal shall be final and conclusive.

Appendix D – Police Clearance Contacts

* These links are for information purposes only. City of Dublin ETB has no affiliation or connection to any information displayed on these websites.

Country	Organisation	Website	
Abu Dhabi	Abu Dhabi Police	www.adpolice.gov.ae/en/	
Albania	Republic of Albania Ministry of Justice		Applicants should apply for a Deshimi at the local Office of Juridical State or at: Zyra e Gjendjes Gjyqësore Buleavardi "Zogu I" Tirana, Albania Tel/fax: +355 4 228292
Argentina	Ministerio de Justicia y Derechos Humanos	www.dnrec.jus.gov.ar/Default.aspx	For information on how to apply, visit the website of the Ministerio de Justicia y Derechos Humanos as listed.
Australia	Australian Federal Police	www.afp.gov.au	Complete the Australian Federal Police National Police Check (NPC) application form. Australian Federal Police Locked Bag 8550 Canberra City ACT 2601 Australia
Austria	Vienna Police Department – Criminal Records		**Residents**: An application for a Criminal Records Check may be filed in Austria at police departments in main cities or at the mayor's office in smaller towns/villages. **Non-residents** Apply to an Austrian embassy or consulate or contact: Information Services Vienna Police Department – Criminal Records ("Strafregisteramt") Wasagasse 22, A-1090 Vienna, Austria
The Bahamas	Royal Bahamas Police Force	https://forms.bahamas.gov.bs	Applicants should apply with passport details, place of residence in The Bahamas, one photograph and a certified set of fingerprints, and pay the applicable fees. Requests can be made online to the local police station or to: Officer in Charge, Criminal Records Office P.O. Box N 458 Nassau, Bahamas
Belgium	Embassy of Belgium in Dublin	www.diplomatie.be/dublin	Federal Public Service Justice Service du Casier Judiciaire Central 115 Waterloo Boulevard 1000 Brussels, Belgium Email: cjc-csr@just.fgov.be Email: tcorts@justicia.ad You may need a letter from the Teaching

			Council stating why the clearance is being requested.
Bulgaria			Residents: Apply in person for a Police Clearance Certificate at the regional court where you are registered Non-residents If you live outside Bulgaria, apply at the Bulgarian embassy.
Canada	Royal Canadian Mounted Police	www.rcmp-grc.gc.ca/cr-cj/index- eng.htm	How you apply depends on whether or not you are resident in Canada. For full information on how to apply visit the website.
Chile		www.registrocivil.cl/	Apply for a Certificado de Antecedentes para Fines Especiales online at Servicio de Registro Civil e Identificación (available in Spanish only)
China PR	The Public Security Bureau (PSB) of China		**Residents** Apply to your local Public Security Bureau. **Non-residents** Contact the Teaching Council.
Cyprus	Criminal Record Office of the Cyprus Police	www.cyprusembassy.net/home/index.php?module=page&cid=1046	**Residents** Apply to your local police station. **Non-residents** Apply to: Chief of Police Police Headquarters, P.O. Box 2022 Nicosia, Cyprus
Denmark	Danish Police	www.fingerprintexpert.in/police- clearance-certificate-from-denmark.html	**Residents** Apply in person at any police station. **Non-residents** Non-residents registered with the National Registry of Denmark, apply to: Rigspolitichefen, Afdeling D Kriminalregisteret P.O. Box 93 Landlystvej 34-40 2650 Hvidovre Denmark
Dubai	Dubai Police	www.dubaipolice.gov.ae	**Residents** Apply to your local police department. **Non-residents** Apply to:

			Criminal Investigation Department Dubai Police General Headquarters P.O. Box 1493, Dubai, UAE
Finland	The Finnish Police	www.poliisi.fi.	For information contact: Oikeusrekisterikeskus P.O. Box 157 FI–13101 Hämeenlinna, Finland Email: oikeusrekisterikeskus@om.fi
France	Ministry of Justice	www.cjn.justice.gouv.fr.	Online applications, which are free of charge, can be made through the website
Germany	Federal Office of Justice	www.bundesjustizamt.de	**Residents** Apply for a police clearance certificate from the Federal Central Register of the Public Prosecutor General at the Federal Court of Justice. **Non-residents** Non-residents can apply for a "*Führungszeugnis*" to:
Greece	Consular Section of the Embassy of Greece in Ireland	www.ypex.gov.gr/dublin	**Residents** Apply for a Penal Certificate for General Purposes issued by: Ministry of Justice Division of Criminal Records Mesogion 96 11527 Athens Greece **Non-residents** Non-residents must apply through the Greek embassy or consulate.
India	Embassy of India	www.passportindia.gov.in/AppOnlineProject/online/pccOnlineApp	**Residents** Apply to the local Senior Superintendent/Superintendent/Commissioner/Deputy Commissioner/Additional Commissioner of Police, Station House Officer or the Regional Passport Office. See website. **Non-residents** Irish non-residents should apply to the Embassy of India – indcons@eircom.net
Kazakhstan	Department of Legal Statistics and Special Records of the General Prosecutor of the Republic of Kazakhstan		Apply to the Department of Legal Statistics and Special Records of the General Prosecutor of the Republic of Kazakhstan.

Korea			Apply to the consular section of the Korean Embassy.
Italy	Ministry of Justice	www.giustizia.it/	Contact the Office of the State Attorney, Judicial Records: Procura della Repubblica, Casellario Giudiziale Piazzale Clodio 1 00100 Roma (RM) Italy Further information and application forms can be found on the website.
Japan	Metropolitan Police Department Japan	www.keishicho.metro.toky	**Residents** Apply to: The Police Certificate Sub-section 1st Foreign Affairs Section Tokyo Metropolitan Police Department 2-1-1, Kasumigaseki Chiyoda-Ku Tokyo, Japan **Non-residents** Contact the embassy or consulate.
Korea (South)	Korean National Police Agency	www.police.go.kr	**Residents** Request a Criminal (Investigation) Records Check Reply (범죄· 수사경력회보서) from a police station in the Republic of Korea. **Non-residents** Further information on applying from Ireland can be found at: http://irl.mofa.go.kr/english/eu/irl/visa/Police/index.jsp.
Kyrgyzstan	Ministry of Internal Affairs		**Residents** Contact: Ministry of Internal Affairs of Kyrgyzstan 469 Frunze Street Bishkek 720040 **Non-residents** Contact the consular section of the nearest
Lithuania	Embassy of the Republic of Lithuania to Ireland		Contact the Embassy.
Luxembourg	Criminal Records Office	www.luxembourg.public.lu/en/vivre/citoyennete/casier-judiciaire/index.html	Apply to: Service du Casier Judiciaire Cité judiciaire – Plateau du Saint-Esprit Bâtiment BC – 1er étage L-2080 Luxembourg Email: casier.judiciaire@justice.etat.lu

Malaysia	Ministry of Foreign Affairs	www.kln.gov.my/web/guest/home	
New Zealand	Ministry of Justice	www.justice.govt.nz/servic	
Nigeria	Nigeria Police Force		**Residents** Apply in person to: Central Criminal Registry Force C.I.D. Annex Alagbon Close Ikoyi Lagos, Nigeria **Non-residents** Apply by courier to: Commissioner of Police Central Criminal Registry Force C.I.D. Annex Alagbon Close Ikoyi Lagos, Nigeria
Philippines	National Bureau of Investigation		**Residents** Apply at the local National Bureau of Investigation (NBI) **Non-residents**. Apply to the nearest Philippine embassy or consulate, or directly to the National Bureau of Investigation Identification and Record Division Room 109, NBI Complex Taft Avenue, Manila Philippines
Poland	The Ministry of Justice	ms.gov.pl/en/national-registers/national-criminal-register/	
Romania	Ministry of Administration and Home Affairs	www.mae.ro/en www.politiaromana.ro/acte_necesare.htm.	**Residents** Apply for a Certificat de Cazier Judiciar to the county police inspectorate in your county of birth or residence. **Non-residents** Apply to the embassy at www.mae.ro or apply through the Inspectoratul General al Politiei in Romania. Police certificates may also be obtained by giving notarised power of attorney to a representative in Romania to apply on your behalf.

Saudi Arabia			**Residents** Apply to your nearest police station. **Non-residents** Contact the Teaching Council.
Slovakia	Crime Register of the Attorney General's Office	www.genpro.gov.sk	**Residents** Apply for a Výpis z Registra Trestov at any office of the public prosecution. **Non-residents** Apply at the Slovak embassy or consulate.
South Africa	South African Police Service	www.saps.gov.za/services/applying_clearence_certificate.php	**Residents** Apply at the local South African Police Service office. **Non-residents** Apply to: South African Police Service Criminal Investigation Department Private Bag X308
Spain	Ministry of Justice Madrid	www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.html	Complete a Model 790 application available on the website. Central Office of Citizen Services, Ministry of Justice Plaza de Jacinto Benavente, 3 28012, Madrid
Sweden	Swedish National Police Board	www.polisen.se/en/Languages/Service/Police-Record-Extracts/	Full details are on the website.
Switzerland	Federal Office of Justice	www.e-service.admin.ch/crex/cms	
Thailand	Thai Embassy	www.thaiembassy.org/ath	
The Netherlands	Ministerie van Justitie (Letter required from The Teaching Council)	www.justis.nl/producten/v	
UK	Association Of Chief Police Officers Criminal Records Office	www.acro.police.uk/police	An International Child Protection Certificate is required for registration with the Teaching Council. Full instructions on how to apply are available on the website.

Ukraine	Ministry of Internal Affairs of Ukraine	www.mvs.gov.ua/ua/404/	
United Arab Emirates	Ministry of Interior	www.moi.gov.ae/en/	**Residents** Apply to the local police department **Non-residents** Apply to the relevant Emirate Police Directorate for which you need clearance.
United States of America	FBI background check	www.fbi.gov/about-us/cjis/identity- history-summary-checks	Full details on the website or apply to: FBI, Criminal Justice Information Services Division Attention: SCU, Mod D-2, 1000 Custer Hollow Road, Clarksburg, WV, 26306
Zimbabwe	Criminal Records Office		**Residents** Apply to: Criminal Records Office Criminal Investigations Department Headquarters P.O. Box CY 683 Causeway, Harare Zimbabwe **Non-residents** Contact the Teaching Council.