

## **Garda Vetting Guide**

As and from 29 April 2016, Section 12 of the Vetting Act places a statutory obligation on school authorities to obtain a vetting disclosure from the Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons.

**With immediate effect, applicants for vetting should no longer complete the paper Vetting Application Form (NVB2) but follow instead the procedures for eVetting described below.**

The following procedures must be followed by our schools when they seek to have personnel vetted by the Bureau through ACCS:

- Principal provides Applicant with [NVB1 Form](#) (Vetting Invitation) and Guidelines for completing the Form. (NB: Applicant must provide an email address on the form).
- Principal confirms Applicant's identity and current address. [See note attached](#). Principal retains proof of identity and current address on Applicant's file. Do not send to ACCS. Principal signs [Confirmation Form](#) to this effect.
- If Applicant is between 16 and 18 years of age he/she must also submit [NVB3 form](#) (Parent / Guardian consent form).
- Principal will check the Vetting Invitation Form for accuracy and insert the school's name under 'Name of Organisation'. [See note attached](#).
- Completed NVB1 Form and Confirmation Form should be posted by the Principal to ACCS Garda Vetting at our office address.
- ACCS will generate an email to the applicant enabling him/her to complete the process online.
- The applicant will return the completed online form to ACCS who will review and submit it to the Bureau for generation of a disclosure. Principal is not involved at this point but might remind the applicant that he/she needs to return the form promptly. (There will be an expiry date on the invitation).
- The National Vetting Bureau will process the application and forward a Vetting Disclosure to ACCS.
- ACCS will email the outcome of the Vetting Disclosure to the Principal at a dedicated email address provided to ACCS by the Principal for this purpose. [See note attached](#).
- Principal will download the Vetting Disclosure, share the outcome with the Applicant and keep it on file in a secure location. This should be done within 30 days of receipt of Disclosure.

Schools are reminded that in addition to being vetted, all new employees are required to provide a Statutory Declaration and Form of Undertaking.