

Guide For E-Vetting Applicants

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Getting Started

Dear Vetting Applicant

You are receiving this guide as you have or are scheduled to receive an invitation email to your email address by the National Vetting Bureau (An Garda Síochána) evetting.donotreply@garda.ie in relation to your vetting application with the HSE.

Sample Invitation Email

From evetting.donotreply@garda.ie

To (Your email address)

Dear XXXXXXXX

This is your vetting application which you have consented to and submitted by Health Service Executive HSE. The application tracking Number is HSE001-2016mmdd-nnnnn

To continue with the vetting process, please use the link below to access your vetting application.

[Click here to complete application](#)

Please Note: as this is a sample email for illustration purposes clicking here will not allow you to access your application. You must open the email issued to you from evetting.donotreply@garda.ie in order to update your application.

You will also require your **email address** and **date of birth** to access the application.

If you experience any difficulties completing the application or if you have any queries, please contact Health Service Executive HSE at nvbdd@hse.ie. To view Frequently Asked Questions click here. [FAQ](#).

Please ensure you have the following information readily available;

- List of names that you are also known as i.e. maiden name, married name, name change on divorce/separation, name change by deed poll, nickname or name you are commonly known as other than the name on your birth certificate.
- Previous addresses since birth.
- Passport number (where applicable).
- The following information is required in relation to a criminal record, court date, court name, offence & court outcome.

This application will expire in **30 days** or on **29/09/2016**.

Kind regards,
The National Vetting Bureau

Getting Help

Difficulties Logging In or Completing Application

If you experience difficulties logging in or completing your online application, please email nvbdd@hse.ie including the following:

- Full Name (including middle name if applicable)
- Email address (as per your NVB1 application form)
- Date of birth
- Application ID (as per email from evetting.donotreply@garda.ie)
- Description of the issue – Please avoid generalisations such as ‘my link is not working’.

Note: We will not respond to general queries sent to this account.

Lost/Deleted Invitation Email

You can access your account even if you have deleted or lost the invitation email issued to your email address by the National Vetting Bureau (An Garda Síochána) evetting.donotreply@garda.ie.

You can access your account and complete your application at the link below:

<https://vetting.garda.ie/Application/Invitation>

The following “Complete Application” page will be displayed.

You require the following information to log in:

- Application ID
- Email
- Date of Birth

Enter the details requested.

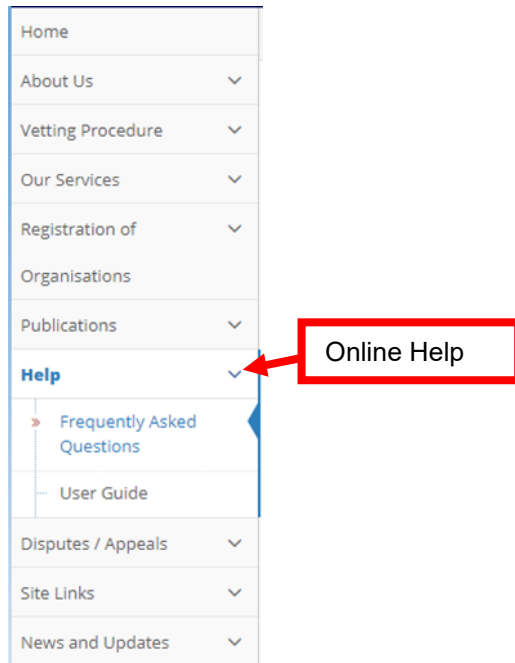
Queries About Your Application

ALL other queries regarding your application must be addressed to the line manager responsible for submitting your vetting request or the organisation for whom the HSE is processing your application on behalf of.

Online Help

It's best to complete your application on a PC as many users of smart phones report difficulties updating their personal details to the e-vetting portal. If you encounter access problems while using a smart phone / tablet, please try accessing your application on a PC before reporting your issue.

An Garda Síochána provides an online help tool which you may find useful. This includes 'Frequently Asked Questions' about the Garda Vetting process.



Navigating Your Online Application


As you complete each section of your application you are presented with the following options

Cancel Invitation

← Previous

Next →

Next

You will be requested to complete details through the application. When you have completed and proof read all the details you have inputted, click  to move to the next section.


If you select the next option before details are completed in full the items that are not completed in full will be highlighted in red (examples below)

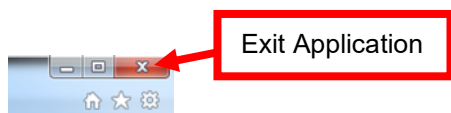
Previous

If you wish to return to a previous screen, click  to move to the previous section.

Exiting Your Application Without Cancelling Application

It is recommended that you complete your application in one sitting. If you leave your application in the middle of completing it, no details will be saved and you will need to start your online application from the very start again.

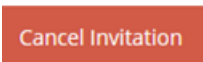
However, if you do wish to exit the application with the intention of returning to it later, you can do so by exiting the web browser application window. On the top right hand corner of your web browser application window click  to exit.



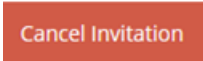
Important Note: You should NOT use the Cancel Application option to exit your application. If you do you will NOT be able to restart it later.

Cancel Invitation


This option should only be used if you no longer wish to be vetted by the HSE e.g. not taking up post etc. If you cancel your invitation, this means that you have cancelled your application and you will no longer be able to complete it. The HSE will have no way of reinstating your account and your line manager will have to submit a new request and NVB1 Form. This will cause a delay in acquiring your Garda vetting disclosure. Please note that if you cancel your application in error, it will delay your application significantly.

At any stage of the application process you can select the  option. This will cancel your entire application.

You should NOT use this option to exit the system. If you do you will NOT be able to restart it later.


To cancel your application, Click  Cancel. You are prompted to enter a reason for


cancelling the application.

Please enter a reason for cancelling this application: 

Cancel

OK

Note: If you hit the Cancel Invitation option in error, click  to return to your application.

Once you have input the reason for cancelling your application, select . This cancels your application.

Step 1: Personal Information

An Garda Síochána

As Gaelige | Help

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Site Links

Our Services > eVetting > Complete Application

Complete Application

On commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the National Vetting Bureau will provide Garda Vetting applicants with the ability to apply online using our eVetting facility.

To use our eVetting service you must...

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- Have or have access to a valid email address
- Have access to the Internet
- Have completed the "Proof of Identity" process

To begin, please enter your email address and date of birth and then press the Enter button.

Application Id

HSE001-2016mmdd-nnnnn


Email

Date of Birth

Reset

Enter

Enter

Enter your email address and Date of birth, select  (please note that the link will not work if any spaces are added to the beginning or end of the email address entered – this appears to be a common issue impacting applicants – some devices seem to default extra spaces at beginning or end of email address).

An Garda Síochána

As Gaelige | Help

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Our Services

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Disputes / Appeals

Site Links

Our Services > eVetting > Complete Application

Complete Application

1

Personal Information

2

Addresses

3

Self Disclosed Criminal Record

4

Preview & Submit

Present Name

Forename(s):

Middle Name(s):

Surname:

Gender:

Name at Birth

Forename(s):

Middle Name(s):

Surname:

Same as present name? NO

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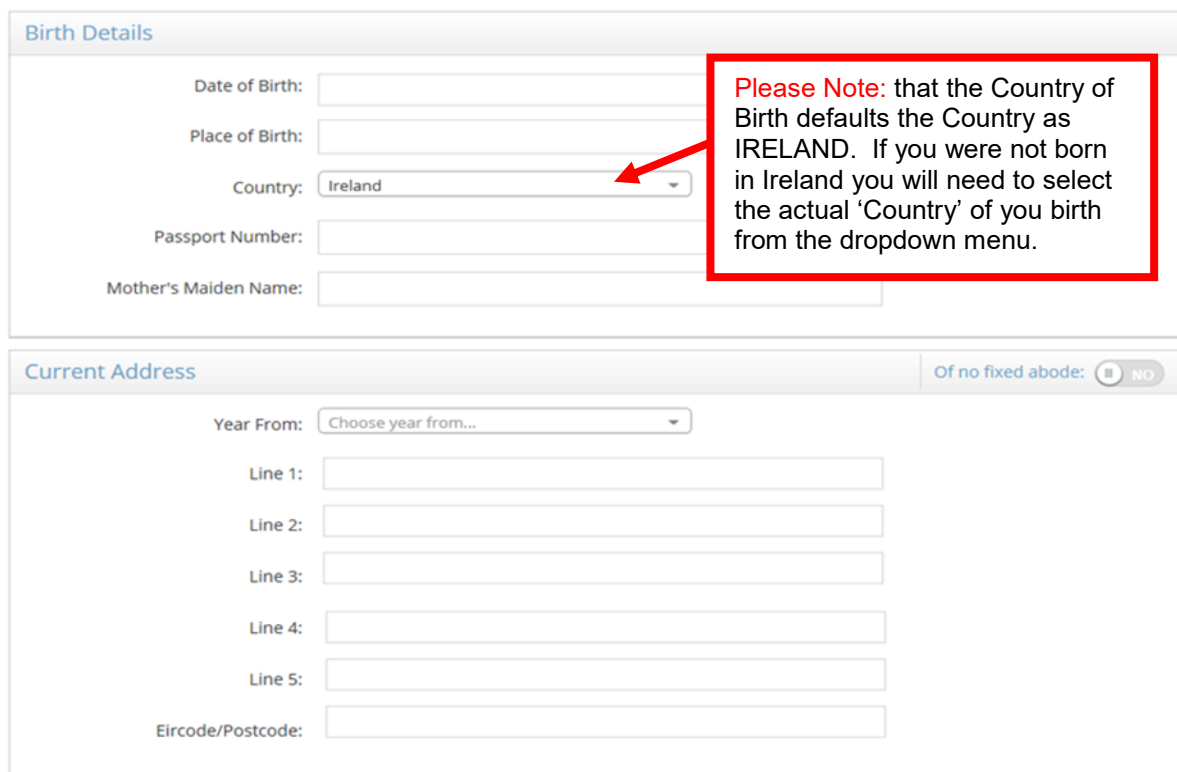
Pre Populated Information

Enter the additional personal information requested. The fields already prepopulated will include the details you provided on your NVB1 Form and cannot be edited. If the details you provided on the NVB 1 Form are inaccurate or have changed since the submission of your NVB1 Form, you will need to have your line manager submit a request and NVB1 Form. The HSE can only proceed on the basis of the consent you have provided in respect of each NVB1 Form.

If the prepopulated information is different to what you provided on your NVB1 Form, please use the Exit without cancelling feature and email nvbdd@hse.ie including the following:

- Full Name (including middle name if applicable)
- Email address (as per your NVB1 application form)
- Date of birth
- Application ID (as per email from evetting.donotreply@garda.ie)
- Please state prepopulated information is different to the NVB1 Form.

Note: If you cancel your application, you will not be able to complete your application. Alternatively, if you complete your application, we will have to cancel it and you will be required to complete it again as the GVLO will need to issue you a new application with the correct details.



Birth Details

Date of Birth:

Place of Birth:

Country:

Passport Number:

Mother's Maiden Name:

Please Note: that the Country of Birth defaults the Country as IRELAND. If you were not born in Ireland you will need to select the actual 'Country' of you birth from the dropdown menu.

Current Address

Of no fixed abode: ☐ NO

Year From:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Also Known As

You may have an alias or former name for various reasons including but not limited to:

- adoption
- Multiple marriages
- Change by deed poll

You must provide details of any and all alias's and former names in your online application. Make one entry for each and select 'Add' to add each former name / alias to your application.

If you have entered all the details that are relevant for your application select next

Also Known As

Name/Alias:

Add

Clear

Cancel Invitation

← Previous

Next →

Name Details

Please ensure that you proof read before moving to the next screen. All details inputted must be spelt correctly. The screen shots below display the mandatory fields in red.

Name at Birth

Same as present name? ☐ NO

Forename(s):


This field is required.

Middle Name(s):

Surname:

This field is required.

Birth Details

Date of Birth: 

Place of Birth:

This field is required.

Country:

Passport Number:

Mother's Maiden Name:

This field is required.

Step 2: Addresses

Please note your current address is prepopulated and cannot be amended. This is because you already confirmed your current address in the NVB1 Form that you completed. You are required to enter the year you commenced living at this address.

Personal Information **Addresses** Self Disclosed Criminal Record Preview & Submit

Previous Addresses Of no fixed abode: ☐ NO

Year From:

Year To:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Resident From	Resident To	Address	Eircode/Postcode
2003	2016	HSE, Manorhamilton, Leitrim.	

Entering A New Address

- **Year From:** Enter or select the year you began living at the address. This is a mandatory field.
- **Year To:** Enter or select the year you finished living at the address. This is a mandatory field.
- **Line 1 – 5:** Enter the address details – if the address is in Northern Ireland you must enter the full post code or your application will be declined.
Note: Do not enter your full address or entire address history in Line 1. You must input your address line by line.
- **Eircode/Postcode:** Postcodes must be entered for all Northern Ireland Addresses. No exceptions.

Once you have entered the full address select

Repeat this step for any additional addresses. Please ensure that after you have inputted your final address that you click 'Add New Address'. Failure to do so will prevent you from moving to the next screen. When your full address history has been input select

If you select Next before entering you full address history (having accounted for the period from the Year you were born to the current year) the system will output an error message

Year From:

Year To:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

All Addresses from birth are required.
Please click "Add New Address" to ensure all addresses appear in the table below.

Enter the remaining address select

Gaps in Address History

While you can have overlapping addresses in your address history, all time periods must be accounted for. You will be unable to proceed with your online application, if there are time gaps in your address history.

Northern Ireland Addresses

All Northern Ireland addresses must include a post code. Failure to include a post code will result in your application being returned to you unprocessed. This will delay your application. If the address no longer exists and there is no postcode available for it, you must enter 'Address Doesn't Exist Anymore' in the Eircode/Postcode field.

The following websites can be used to identify post codes in respect of your previous addresses in Northern Ireland and are available at the following websites:

Royal Mail Post Code Finder: <https://www.royalmail.com/find-a-postcode>

Post Office UK Post Code Finder: <http://www.postoffice.co.uk/postcode-finder>

Travel Abroad

If you have periods of travel you must enter the period of travel and at a minimum provide details of the cities and towns visited in each country you travelled. If you state that you have travelled but fail to provide the required details, this will result in your application being returned to you unprocessed. This will delay your application.

Step 3: Self Disclosed Criminal Record


This section relates to criminal records. In this section, the following question is asked 'Have you any convictions in Ireland or Elsewhere'. Please select Yes or No from the drop down. For declared offences please provide the required details including, date, offence summary, court name and court outcome/ cases pending/ appeals. If you have appeared in court and have an offence which is concluded or currently pending, please provide full details. This includes ALL offences e.g. driving offences (speeding, no tax, drink driving), assault, larceny etc.

The screenshot shows the 'An Garda Síochána' eVetting portal. The top navigation bar includes 'Home', 'About Us', 'Vetting Procedure', 'Our Services', 'Registration of Organisations', 'Publications', and 'Help'. The main content area is titled 'Complete Application' and shows a progress bar with four steps: 1. Personal Information, 2. Addresses, 3. Self Disclosed Criminal Record (current step), and 4. Preview & Submit. The 'Criminal Record' section contains a dropdown menu for 'Have you any convictions in Ireland or elsewhere?'. Below this are input fields for 'Date', 'Court Name', 'Offence Summary', and 'Court Outcomes/Cases Pending/Appeals'. There are 'Add' and 'Clear' buttons. At the bottom, there is a 'Cancel Invitation' button and 'Previous' and 'Next' navigation buttons.

If you have multiple offences – select **Add** - Repeat as required

Once completed select **Next →**

Step 4: Preview & Submit

Finally you are presented with a preview of the details you have inputted. If you wish to amend any entry click  This will enable you to return the previous screens where you can amend your data.

Once you have reviewed the details that you inputted and are satisfied that they are correct, accurate and a full account of the details requested, click 

Please Note: Once you click the Finish option, you have submitted your application to the GVLO where it will be reviewed before being submitted to the National Vetting Bureau. At this point you will be unable to make any further amendments to your details and the HSE are unable to make any amendments on your behalf. Therefore you must be satisfied that the information you have provided is given in full and is as accurate as is possible.

Expired Applications & Reminders Emails

Your application will expire 30 days after the date of issue if not completed. The expiry date of your application is detailed in the email invitation sent to you by the National Vetting Bureau (An Garda Síochána).

The National Vetting Bureau will issue you a reminder to complete your application, if you have not completed it within 21 days of issue. It is advisable to complete your application as soon as you receive your invite as this helps to prevent any delays.

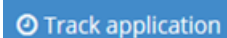
If you allow your application to expire i.e. do not complete your application within 30 days, this means your application has expired and you will no longer be able to complete it. The HSE will have no way of reinstating your account and your line manager will have to submit a new request and NVB1 Form. This will cause a delay in acquiring your Garda vetting clearance.

Tracking Your Application

Once you have submitted your online application you can track its progress online using the National Vetting Bureau's tracking system. Applications remain with the National Vetting Bureau until they have made a decision. National Vetting Bureau processing times vary from application to application, during peak periods etc. As this stage is not conducted by the HSE, we are unable to estimate how long your application will take to process.

You can track your online application at the link below:

<https://vetting.garda.ie/Track>

Select the  option. You are requested to input the following details:

- Your Application ID
- Your date of birth

Click Submit

Below is an illustration of a typical tracking record showing the status of the application on various dates.

Track Application

This is the quickest way to check the status of your electronic vetting application. There is no need to check with your registered/affiliate organisation. Our online results give you real-time, detailed progress of your vetting application.

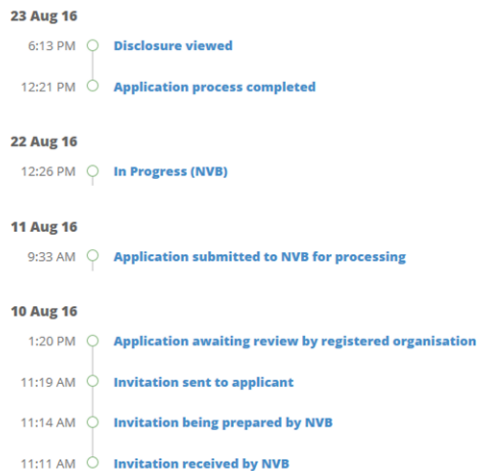
Simply enter your application id and your date of birth to retrieve the latest status of your application.

Application Id:

Date of Birth:

 Reset

 Submit



Invitation Received By NVB

The HSE GVLO has set up an account requesting the National Vetting Bureau (NVB) to issue an invitation to you to complete your on-line application.

Application Awaiting Review By Registered Organisation

You have completed your application and submitted your application to the HSE GVLO for review. The GVLO will review your details and if all the details provided are sufficient your application will be submitted to the National Vetting Bureau for processing. However, where the information you have supplied is insufficient, this will result in your application being returned to you unprocessed. This will delay your application.

Application Submitted To NVB For Processing

The HSE GVLO has completed their review and has submitted it to the National Vetting Bureau for processing. As this stage is not conducted by the HSE, we are unable to estimate how long your application will take to process.

In Progress (NVB)

The National Vetting Bureau are currently processing your application.

Application Process Completed

The National Vetting Bureau has finished processing your application. Next, the National Vetting Bureau issues a disclosure to the HSE GVLO in respect of your application. The National Vetting Bureau releases a disclosure in respect of ALL applicants, this is normal. You will receive a confirmation email from the National Vetting Bureau stating that a disclosure has been made. No action is required from you on receipt of this email.

Disclosure Viewed

The HSE GVLO has accessed the disclosure relating to your application which will be reviewed. The reviewing process is manual i.e. it is reviewed by a member of the GVLO team. Once this stage is complete, the appropriate follow up actions will be initiated. Reviews cannot be automated or eliminated due to the implications associated with the production of a false clearance and can take a number of days to finalise. The outcome of the review will be issued directly to the HSE manager that submitted your vetting request. In the case of affiliates, the disclosure issues to the affiliate organisation which requested your vetting.

Disclosure

The term disclosure is defined as the releasing of information i.e. has no offences and/or specified information on their record or has offence(s) and/or specified information on their record.

A Garda Vetting disclosure will issue from the NVB for each applicant. Each disclosure will be assessed on receipt during the review stage. There are two types of disclosure i.e. negative and positive.

A] Negative / Nil Disclosure (No Offence History / Specified Information)

A negative or nil disclosure is issued by the National Vetting Bureau where there is NO offence history and NO 'Specified' information.

In the case of a negative disclosure a confirmation notice will issue to the HSE manager that submitted the original request.

In respect of applications for affiliate organisations, the original vetting disclosure is issued directly to the affiliate organisation.

B] Positive Disclosure (Record of Offence History / Specified Information)

A positive disclosure is a disclosure issued by the National Vetting Bureau where there is an offence history and/or details of 'Specified' information.

In the case of a positive disclosure

- An assessment will be undertaken to determine if the offence history requires a formal risk assessment
- A copy of the disclosure will be issued to you for your information.
- If a formal risk assessment is required the GVLO will write to you seeking a written explanation of the offence history listed on the National Vetting Bureau disclosure.
- On receipt of your explanation the GVLO will prepare a risk assessment pack and issue to the appropriate risk assessment team.
- The risk assessment team will review the case in line with HSE policy and return the decision to the GVLO.
- The GVLO will advise you and the HSE manager that submitted your vetting request of the outcome as follows:
 - Issue clearance
 - Issue clearance with conditions
 - Issue notification of unsuccessful application for clearance

In respect of applications for affiliate organisations, the original vetting disclosure is issued directly to the affiliate organisation.