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# HSE Garda Vetting Process

## Guide To The Garda Vetting Process For HSE Employees, Volunteers and Work Experience

National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 To 2016  
Date Revised: 15/03/2021

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## About This Guide

This guide outlines the process for Garda Vetting for the following:

- **HSE Existing Employees**  
These individuals are already employed by the HSE at the time of application. HR Circular 022/2017 details the process for Garda vetting of existing HSE employees engaged in “Relevant Work” with children or vulnerable persons. This is available to download at the following link: <https://www.hse.ie/eng/staff/resources/hr-circulars/garda-vetting.html>
- **HSE Initial Hires**  
These individuals are new hires to the HSE and Garda Vetting is being carried out as part of pre-employment checks. HR Circular 012/2018 details the process for Garda vetting of new employees and other persons engaged in “Relevant Work” with children or vulnerable adults. This is available to download at the following link: <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-012-2018-re-garda-vetting-requirements.html>
- **HSE Volunteers**  
These individuals will be working in the HSE in a voluntary capacity.
- **HSE Work Experience**  
These individuals will be completing work experience as part of a training / educational programme, continuous professional development, learning opportunity etc.

This guide does not cover Garda Vetting for the following:

- **Residential Services**  
There is a different process for applications for residential services i.e. Older Person Services and Intellectual Disability Services. Applications for residential services are managed by the Data Controller in the relevant CHO area. Please contact your Data Controller for further information.

## Background

The National Vetting Bureau (Children and Vulnerable Persons) Bill 2012 introduced a legislative basis for vetting and provides for the establishment of procedures that apply in respect of persons who wish to undertake certain work or activities relating to children or vulnerable adults.

The legislation makes it an offence to engage a person to undertake relevant work until the vetting process has been completed. This means it is an offence to appoint anyone engaged in relevant work to the HSE unless:

- ✓ The HSE is in receipt of a vetting disclosure from the National Vetting Bureau (NVB) in relation to the applicant.

AND

- ✓ That the appropriate follow up procedures have been successfully concluded in order that Garda Clearance<sup>1</sup> can be issued.

Any applicant who submits an application form is obligated to undertake an identification verification process which includes confirming both their identity and current address.

Under another element of the legislation, there will be a legislative requirement to re-vet an individual engaged in relevant work no less than every three years. It is advisable to begin the re-vetting process now.

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<sup>1</sup> Garda Clearance is the confirmation issued once the process is completed.

## What Roles Cannot Be Vetted?

In the past HSE policy required all new entrants to be vetted. This policy changed because under the new legislation you can only vet someone engaged in 'relevant work'. You should NOT request Garda Vetting for 'roles' not engaged in relevant work as it is a criminal offence to obtain vetting for such roles. Applications received for roles not engaged in relevant work will be rejected and returned to the designated line manager.

## What Roles Must Be Vetted?

Any individual who is engaged in relevant work must be vetted. The legislation states relevant work is any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children/vulnerable persons. An application must satisfy all three criteria of the legislation i.e. 1] necessary 2] regular 3] mainly. In addition to this definition, there are other definitions under which vetting can be requested which are all outlined in Schedule 1, Part 1 & 2. Please see appendix 1, page 5 of HR Circular 012-2018 for full schedule and definitions of relevant work.

Please see HR Circular 012/2018 'Appendix 2' for questionnaire to establish if role to be assigned is deemed as relevant work. This questionnaire will help you to determine if someone will be engaged in relevant work.

## What if a Copy of Vetting for Someone Already Vetted is Required?

For those applicants who have previously received a Garda Vetting clearance, there should be a record of their date of clearance on SAP. If their vetting is recent i.e. dated within 3 years the Garda Vetting Liaison Office (GVLO) will issue a duplicate copy of the clearance where the details on the vetting application have not changed since the clearance was issued e.g. role vetted etc.

Please be advised that where an applicant has had a break from service i.e. a break of 6 months or more, a new vetting clearance is required.

To obtain a duplicate Garda vetting confirmation report, please email [gardavetting@hse.ie](mailto:gardavetting@hse.ie) with your request, including full details of why you require a copy and for whom (full name, date of birth, grade).

## What if a New Hire was Vetted but They Did Not Start in Post for Months, is Their Vetting Still Valid?

An initial hire is where a new entrant is being employed by the HSE. Vetting in respect of an initial hire is valid for 6 months from the date of clearance. This means that an initial hire must take up his / her post within 6 months, as after this date, the clearance is no longer valid. A new vetting request will be required where the initial hire is not in post before the 6 months.

## Who Can Apply for Garda Vetting?

Requests for Garda Vetting can only be submitted by the designated line manager within a service. These are managers who have been pre-registered with the GVLO for the purposes of submitting requests for Garda Vetting. It is advisable to check with your HR manager / local HR to identify who the designated line managers in your area / service are. Applications received by people who are not designated line managers, will not be processed and will be returned to the service.

## How Long Will The Vetting Process Take?

The GVLO submits applications to the National Vetting Bureau who process the vetting and as we have no remit over that stage and it is not conducted by the HSE, we are unable to estimate how long individual applications will take to process. As soon as we are notified of its completion, the outcome of the review is issued directly to the designated line manager that submitted the vetting request.

## Incomplete / Incorrectly Completed Applications

It is the responsibility of the designated line manager to ensure that all information submitted to the GVLO is accurate and has been completed in accordance with the instructions provided. Incomplete applications or applications with errors will be returned to the designated line manager seeking the necessary amendments.

## Completing The Online Application

Once a request for vetting is received and processed by the GVLO, the applicant will receive a personal email containing a secure link to the email address they provided on their NVB1 Form. The applicant must complete the online application themselves as it is an offence for any other person to complete it.

## Role Of Hiring / Line Manager In E-Vetting Process

- 1) In advance of submitting requests for vetting, identify what 'line manager/responsible person' is already registered with the HSE Garda Vetting Liaison office.
- 2) Ensure that the vetting applicant is engaged in 'Relevant work'.
- 3) Provide the applicant with a list of the required identification paperwork.
- 4) For applicants aged 16 or 17 Years old, provide them with a NVB3 Parental / Guardian Consent Form (if applicable – parent / guardian consent is required for applicants aged 16 or 17 years of age). Please Note vetting cannot be undertaken for an applicant under the age of 16. The parent / guardian's email address and phone number should be detailed by the applicant on the NVB1 Form instead of the applicants. The invitation for vetting will be issued to the parent / guardian's email address. Please see 'Appendix 5' for a copy of the NVB3 Form. The completed NVB3 Form must be retained on file.
- 5) Verify the identity of the applicant. Please see 'Appendix 4' for full details of how to complete this step.
- 6) Provide the applicant with:
  - NVB1 Vetting Invitation Form (This is a legally binding document which can only be completed by the vetting applicant. Any amendments to this form must be made by the applicant only and resigned and dated again. It is offence for anyone other than the applicant to complete or amend this document.)
  - NVB1 Guide for E-Vetting Applicants
- 7) Enter the applications into the digital Vetting Request Form and save each application. All the requested information must be provided.
- 8) Extract the new applications and send the spreadsheet by email to [gardavetting@hse.ie](mailto:gardavetting@hse.ie)

## Role Of The GVLO During E-Vetting Process

Individuals employed in the GVLO (HSE Office in Manorhamilton, Co Leitrim) are authorised signatories with An Garda Síochána and all have undergone the registration procedure with the National Vetting Bureau (formerly Garda Central Vetting unit).

- 1) Process requests for vetting and initiate email to the vetting subject with a link to the E-Vetting system.
- 2) The authorised signatory within GVLO is responsible for ensuring each application is completed fully and accurately and that each meets the standards expected before submitting Garda Vetting applications directly to the National Vetting Bureau. Once the applicant has completed the on-line application this will be reviewed and processed.
- 3) Identify errors and return incomplete/inaccurate applications to the designated line manager for correction.
- 4) Approve application and submit to the NVB for processing.
- 5) Record details of correctly completed applications on the database.
- 6) Review disclosures issued from the NVB for each applicant and a) issue result of vetting or b) initiate risk assessment process as appropriate.

## Vetting Disclosure From The NVB

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

### **A) Negative / Nil Disclosures (No Offence History / Specified Information)**

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

- Details of the disclosure will be recorded on the database, date of receipt, date of clearance etc
- In the event of a negative disclosure a confirmation notice will issue to the manager that submitted the original request.

## **B] Positive Disclosures (Record of Offence History / Specified Information)**

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

### **In the case of HSE initial and existing hires:**

- Details of the disclosure will be recorded.
- An assessment will be undertaken to determine if the offence history requires a formal risk assessment.
- If a formal risk assessment is required the GVLO will write to the applicant seeking a written explanation of the offence history listed on the National vetting Bureau disclosure.
- On receipt of the applicants explanation the GVLO will prepare a risk assessment pack and issue to the appropriate risk assessment team in line with the appropriate process (NB there are two distinct procedures; one for prospective employees and the other relates to existing employees of the HSE).
- The risk assessment team will review the case in line with HSE policy and return the decision to the GVLO.
- The GVLO will advise the applicant and the requesting manager of the outcome as follows
  - Issue Clearance
  - Issue Clearance with conditions
  - Issue notification of unsuccessful application for clearance

### **In the case of HSE Volunteers and Work Experience**

- HSE Managers must make their own decisions in relation to suitability or otherwise of prospective volunteers and individuals on work experience. The function of the GVLO for these type of applicants extends solely to the provision of the disclosure issued from the NVB.
- The GVLO has no role in the decision making process in the event of positive disclosures (i.e. a disclosure with criminal offence history) and risk assessments for Volunteers and individuals on work experience. The result of vetting (i.e. a vetting disclosure) for these will issue to the manager who requested vetting.

On receipt of the vetting disclosure the manager will;

- a) Ensure that the appropriate data protection provisions are in place in relation to the management and storage of Vetting Disclosures.
- b) Confirm with the applicant that the details disclosed relate to them.
- c) Ensure that local policies and procedures are followed in relation to the disclosure information provided.

## **Tracking Applications & Application Status Updates**

Once an applicant has been processed by the GVLO, they will be issued a unique application ID. An applicant can track the applications 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 applications will take to process.

An applicant can track their online application at the following link: <https://vetting.garda.ie/Track>

Full details and step by step instructions on tracking applications are contained in the 'Guide for E-Vetting Applicants' which is emailed to all applicants by the GVLO at the start of the process.

As the applicant can track their application at all stages of the process, they will be able to advise what stage it is at. In addition, when vetting is complete the relevant line manager is notified and they will receive a Garda vetting confirmation report or original disclosure as applicable. In the case of CHO residential services i.e. older person services / intellectual disability services, the designated data controller will be notified and issued the original disclosure only.

## Expired Applications & Reminders Emails

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

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

If a candidate's application expires i.e. they do not complete their application within 30 days, this means their application has expired and they will no longer be able to complete it. The HSE will have no way of reinstating their account and the designated line manager will have to submit a new request for vetting for this applicant. This will cause a significant delay in acquiring Garda vetting clearance for this applicant.

The designated line manager i.e. contact person indicated on the vetting request will receive a 14 day alert email which lists and details all applicants submitted by them who at 14 days have not completed their application. It is advisable to follow up with the applicant at this point to ensure their application is completed before it expires.

## Cancelled Applications

This option should only be used if an applicant no longer wishes to be vetted by the HSE e.g. not taking up post etc. If an applicant cancels their invitation by accident, this means that they will no longer be able to complete it. The HSE will have no way of reinstating their account and the designated line manager will have to submit a new request for vetting. This will cause a delay in acquiring a Garda vetting disclosure for that applicant.

## Getting Help, Applicants Experiencing Difficulties Logging In or Completing Online Application

If applicants are experiencing difficulty logging in or completing their online application. In the first instance, they should refer to 'Guide for E-Vetting Applicants' which is emailed to all applicants by the GVLO at the start of the process. This provides useful information which will assist them in this regard.

Many applicants encounter access problems while using a smart phone / tablet, they can try accessing their application, therefore applicants should try completing their application on a PC/Laptop before reporting their issue.

An Garda Síochána provides an online help tool which applicants may find useful. This includes 'Frequently Asked Questions' about the Garda Vetting process. <https://vetting.garda.ie/Help/FAQ>



## Guidelines For Completing NVB1 Form

Before submitting a vetting request, the hiring / line manager must satisfy himself / herself that the applicant has completed the NVB1 form correctly. The NVB1 form must be signed, dated and the declaration box ticked. Full instructions on how to complete the NVB1 are detailed below.

Please see 'Appendix 1' for a sample of a correctly completed NVB1 Form and 'Appendix 2' for an incorrectly completed NVB1 Form.

- The form must be completed in full using BLOCK CAPITALS and writing must be clear and legible. The form should be completed in ball point pen.
- Photocopies will not be accepted.
- 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 NVB1 Form.

### Personal Details

- Personal Details must be completed fully. This means no field should be left blank.
- Details must be input for each field, allowing one block letter per box.
- If a field is not applicable N/A must be inserted, this cannot be left blank.
- For Date of Birth field, allow one digit per box.
- Email Address - This is required as the invitation to the E-Vetting website will be sent to this address. If an incorrect email is provided, the application will be cancelled and the relevant line manager will have to submit a new application in respect of the applicant with the correct details.
- Contact Number - Please allow one digit per box for your contact number.

### Address Details

- The Current Address means the address that the applicant is living at, at the time of application.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### 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.

#### **Consent Box Ticked Here**

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 ☐

Applicant's  
Signature:

**Signature  
Here**

Date:

**Date Here**

### Role Being Vetted For

The role being vetted for must be clearly stated on the NVB1 Form. Generic terms such as "Volunteer" or "Clerical Officer with access" will not be accepted. This list below outlines clear and unclear examples for illustrative purposes only. The 'Role being vetted for' must clearly demonstrate that the applicant is engaged in relevant work and abbreviations should not be used. Where the role is unclear the GVLO will be unable to process the request and it will be returned to the designated line manager seeking clarification. This will cause a delay in acquiring a Garda Vetting disclosure for that applicant.

In order to determine if a role requires vetting you must carry out an assessment of the role in line with the instructions provided in HR Circular 022/2017. Please see 'Appendix 2' of the circular for the questionnaire which can help you to establish if role is engaged in relevant work.



Role	Unclear Example 	Clear Example 
Nurse	Nurse CNM1 CNM2 ADON DON	<ul style="list-style-type: none"> <li>Staff Nurse direct patient care to children and vulnerable adults Primary Care</li> <li>Clinical Nurse Manager 2 direct patient care to children and vulnerable adults Surgical Ward</li> <li>Assistant Director of Nursing, direct patient care and supervisor of nurses on wards, full access to children and vulnerable adults Mental Health Unit</li> </ul>
Clerical Officer Grade 4 Grade 5 Grade 6 Grade 7 Grade 8	Clerical Officer Administrator Grade 3 Grade 4 Grade 5 Grade 6 Grade 8 Project Manager Project Coordinator Receptionist Senior Executive Officer	<ul style="list-style-type: none"> <li>Clerical Officer in Acute Hospital Ward in contact with vulnerable adults</li> <li>Clerical Officer Receptionist in X Ray Department in contact with children and vulnerable adults</li> <li>Clerical Officer in ID/MH residential service working directly with children and vulnerable adults</li> <li>Clerical Officer Receptionist ED Department in contact with children and vulnerable adults in acute hospital ward</li> <li>Grade 6 Project Manager Estates Dept on site in hospital ward / residential unit for maintenance checks / fire safety checks, contact with vulnerable adults</li> <li>Grade 8 Customer Complaints Officers in contact directly with vulnerable adults who have submitted complaints</li> </ul>
Caretaker Maintenance Domestic Cleaner Groundskeeper	Caretaker Maintenance Person Cleaner Domestic	<ul style="list-style-type: none"> <li>Caretaker working in acute hospital ward with access to children/vulnerable adults</li> <li>Maintenance Person working in acute hospital ward with access to children/vulnerable adults</li> <li>Maintenance Person working in residential unit in contact with vulnerable adults</li> <li>Domestic Cleaner on hospital ward with access to children and vulnerable adults</li> <li>Domestic Cleaner OPS service in residential unit with access to vulnerable adults</li> <li>Catering Assistant delivering meals to vulnerable adults and children on ward</li> <li>Catering Assistant delivering meals to vulnerable adults in Mental Health unit</li> </ul>
Medical Scientist	Scientist Medical Scientist	<ul style="list-style-type: none"> <li>Medical Scientist working on an acute hospital ward in contact with vulnerable adults and children maintenance of ward equipment</li> </ul>
Pharmacist Pharmaceutical Technician	Pharmacist Pharmaceutical Technician	<ul style="list-style-type: none"> <li>Pharmacist in contact with children/vulnerable adults in acute hospital</li> <li>Pharmaceutical Technician delivering prescriptions to wards, direct access to children and vulnerable adults</li> </ul>
Care Coordinator	Care Coordinator Coordinator	<ul style="list-style-type: none"> <li>Care Coordinator in Home Help Service meeting directly with Vulnerable Adults in their homes</li> </ul>
General Assistant	General Assistant	<ul style="list-style-type: none"> <li>General Assistant direct contact with vulnerable adults in addiction service, security duties, signing in and out and accompanying vulnerable adults</li> </ul>
Environmental Health Officer	EHO	<ul style="list-style-type: none"> <li>Environmental Health Officer engaging minors test tobacco and alcohol purchasing, sun bed purchasing, food hygiene checks in preschools.</li> </ul>
Doctor	GMS GP SHO	<ul style="list-style-type: none"> <li>General Practitioner GMS direct patient care to vulnerable adults and children</li> <li>Senior House Officer direct patient care to vulnerable adults and children</li> </ul>
Dentist	DTSS	<ul style="list-style-type: none"> <li>Dentist DTSS direct dental care to vulnerable adults and children</li> </ul>
Phlebotomist	Phlebotomist	<ul style="list-style-type: none"> <li>Phlebotomist direct patient care collecting blood samples from vulnerable adults and children</li> </ul>
Chef	Chef Chef Hospital Based	<ul style="list-style-type: none"> <li>Chef direct contact with vulnerable adults/children on wards, meal planning with patient, patient surveys</li> <li>Chef in residential service, cooking activity with residents, direct contact with vulnerable adults</li> </ul>
Volunteer	Volunteer	<ul style="list-style-type: none"> <li>Volunteer meet and greet vulnerable adults and children, provides directions, shop service to vulnerable adults and children</li> <li>Volunteer entertainer providing musical entertainment to vulnerable adults on wards/units</li> <li>Volunteer Trishaw Driver driving vulnerable adults for social activity</li> </ul>

# Guidelines for Completing Garda Vetting Request Form

## YouTube Video Tutorial

An instructional video tutorial is available on YouTube at the following link:

<https://youtu.be/xCBezPZs-U>



Please view the video before you begin using the form. In addition to the video full instructions are also provided below.

## Installing The Form

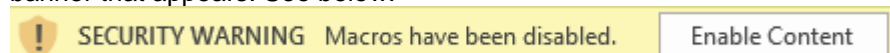
You will receive the Digital Vetting Form by email. Create a new folder on your PC/Laptop and save the digital vetting request form into this new folder.

In this example below, the vetting request form is saved into a new folder called 'HSE Garda Vetting Requests' within the Documents section of the pc. It is very important that the file is saved in a folder as other folders will be created automatically beside it once you start saving data. These should not be removed or renamed.

This PC > Documents > HSE Garda Vetting Requests			
Name	Date modified	Type	Size
auto_backup	27/10/2020 14:54	File folder	
Extracted Data	27/10/2020 14:54	File folder	
Vetting Request.xlsm	30/09/2020 15:34	Microsoft Excel M...	222 KB

## Opening The Form

The vetting request is a smart form which opens with Microsoft Excel. We recommend you close all other Excel workbooks before you open the vetting request. Double - clicking on the form will open it. The form needs to run Macros in the background so you will need to enable these. If you do not have Macros enabled by default, then you can enable them by clicking 'Enable Content' on the yellow banner that appears. See below.



Once you have done this once, you shouldn't get the warning again, but if you do, just click 'Enable Content' again. Once Macros are enabled, the form is ready for you to begin inputting your applications.

## Inputting Data

Once the form is open you will be presented with the input screen, see screen shot below.

When you begin inputting details you will be presented with tool tips which will guide you on the format of the input. If you input incorrect data you will be given a warning message and have the opportunity to change the input. You cannot save an application until all the data has been input, so do not begin completing the form until you have all the data available.

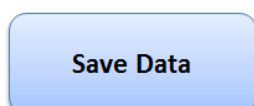
In this example, a letter has been accidentally entered into the contact number field. The tool tip appears in yellow to let you know what the required format is and the error message box appears.

The screenshot shows a form with a 'Contact No' field containing the text '353870648473F'. A yellow tooltip box is visible next to the field, stating: 'Contact No Must only contain numbers and no other characters are allowed.' Below the field, there is a blue error message box with a red 'X' icon. The message reads: 'Error with Contact No, please check it only contains numbers and no other characters.' The error box has three buttons: 'Retry', 'Cancel', and 'Help'.

In the file you will also find a tab called 'Grade List'. This contains a list of HSE Grade Codes. This can be used as a reference when completing the Grade Code & Grade Title box on the form. Newer Grade Codes may not be included but you can type these in directly into the form when required.

### **Saving Data**

Once you have completed the form you can click the 'Save Data' button to save your application.



If all relevant fields are completed in full you will get a message saying that the data has been saved. If there are any issues with the data on the form you will get an error message and the data will not be saved. This error message will let you know which fields need your attention. Once you have updated these fields with the required information, click 'Save Data' and your application will be saved.

### **Inputting Multiple Applications**

Enter your next application, click save. Repeat this step for all your applications.

### **Extracting Data For Sending To The GVLO**

All the applications that you save are stored in a worksheet (tab) in the Vetting Request Form called 'Data'. It is the information that is stored here that gets extracted and emailed to the GVLO.

This can be done by clicking the button 'Extract NEW Data'.



This will extract all data which hasn't previously been extracted and save it into a password protected file in the 'Extracted Data' folder. You will get a pop up message telling you the name of the saved file. **This file is already password protected so it's ready to be emailed to the GVLO.**

This PC > Documents > HSE Garda Vetting Requests			
Name	Date modified	Type	Size
auto_backup	27/10/2020 14:54	File folder	
Extracted Data	27/10/2020 14:54	File folder	
Vetting Request.xlsm	30/09/2020 15:34	Microsoft Excel M...	222 KB

In this example, the first two files with end in n (n for new file) – were created when the Extract New Data button was clicked. The first file included the applications that were inputted up to that point. The second file includes only the files that were created after the first file.

This PC > Documents > HSE Garda Vetting Requests > Extracted Data			
Name	Date modified	Type	Size
john@smith.ie30092020140427n.xlsx	30/09/2020 14:04	Microsoft Excel W...	16 KB
john@smith.ie30092020141213n.xlsx	30/09/2020 14:12	Microsoft Excel W...	16 KB
john@smith.ie30092020141336a.xlsx	30/09/2020 14:13	Microsoft Excel W...	17 KB

### **Extracting All Data**

There is also a button which allows all the data from your Vetting Request form to be extracted and saved into a file. The button is labelled 'Extract All Data'. The data is extracted into a password protected file which can be sent to the GVLO if it is required. You will see 'a' written at the end of the file name (a for all).

**Extract ALL Data**

This PC > Documents > HSE Garda Vetting Requests > Extracted Data			
Name	Date modified	Type	Size
john@smith.ie30092020140427n.xlsx	30/09/2020 14:04	Microsoft Excel W...	16 KB
john@smith.ie30092020141213n.xlsx	30/09/2020 14:12	Microsoft Excel W...	16 KB
john@smith.ie30092020141336a.xlsx	30/09/2020 14:13	Microsoft Excel W...	17 KB

### **Extracted Data File Information**

The extracted data file name will contain the email address of the manager submitting the form, the date and time the data was extracted, and either the letter 'n' for new data, or 'a' for all data. This file is password protected and encrypted.





### **Exiting the Form**

Once you have finished inputting data, and extracting it, and you wish to close the form, you can click the X in the top right of the form. This does some work in the background, including creating a backup of the form. Once the form has closed you can close Excel if it is still open.



In the example below you can see the auto\_backup folder is created.

This PC > Documents > HSE Garda Vetting Requests

Name		Date modified	Type	Size
 auto_backup		27/10/2020 14:54	File folder	
 Extracted Data		27/10/2020 14:54	File folder	
 Vetting Request.xlsm		30/09/2020 15:34	Microsoft Excel M...	222 KB

## Appendix 1 - Sample of Correctly Completed NVB1 Form

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.

[illegible]

## Section 2 – Additional Information



<b>Name Of Organisation:</b>	HSE, Our Lady's Hospital, Ballysadare, Co Sligo
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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 ☒

**Applicant's**

**Signature:**

Joe Bloggs

Date:

1	0
---	---

0	8
---	---

2	0
---	---

9	
---	--


**Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.**

July 2016





## Appendix 3 – Screenshot of Digital Vetting Request Form

Vetting Request - HSE			
<p>Please note it is an offence to knowingly provide false information to secure a vetting disclosure. It is an offence to obtain a vetting disclosure in respect of roles not engaged in relevant work.</p>			
<b>Applicant Details</b>			
Forename	<input type="text"/>	Middle Name	<input type="text"/>
Surname	<input type="text"/>	Date of Birth	<input type="text"/>
Email	<input type="text"/>	Contact No	<input type="text"/>
Role Being Vetted For As Per NYB1	<input type="text"/>	<b>Note Applicant U18:</b> If under 18, email and contact number provided must be the parent or guardian's. The invitation will issue to the parent or guardian email, not the applicant's.	
Current Address			
Address1	<input type="text"/>		
Address2	<input type="text"/>		
Address3	<input type="text"/>		
Address4	<input type="text"/>		
Address5	<input type="text"/>		
Postcode/Eircode	<input type="text"/>		
Grade Code	<input type="text"/>		
Grade Title	<input type="text"/>		
<b>Application Details &amp; Consent</b>			
Organisation Name As Per NYB1	<input type="text"/>	Application Type	<input type="text"/>
<b>Residential Application</b> Application for a residential unit? <input type="checkbox"/> YES Note: Residential applications relate to Older Person Services and Intellectual Disabilities. Residential Applications can only be submitted by the relevant Data Controller The contact person for residential applications is the relevant Data Controller			
<b>Applicant Consent As Per NYB1</b>			
Consent Box Ticked By Applicant	<input type="checkbox"/> YES		
Signature Provided By Applicant	<input type="checkbox"/> YES		
Date of Consent	<input type="text"/>		
<b>Relevant Work</b>			
<input type="checkbox"/> YES	I confirm that this applicant will be engaged in "relevant work" as per Schedule 1 Part 1 & 2 NYB Acts 2012 to 2016		
<input type="checkbox"/> YES	I am aware that it is an offence to obtain a vetting disclosure in respect of roles not engaged in relevant work		
<b>Validation of Identity</b>			
The identity of this applicant has been validated as required and I have retained the NYB_ID01 ID Form		<input type="checkbox"/> YES	
ID Verified By (Full Name)	<input type="text"/>		
Date ID Verified	<input type="text"/>		
<b>Contact Person / Issue Disclosure To (Manager Registered with the GVL0 for Garda Vetting)</b>			
Forename	<input type="text"/>	Surname	<input type="text"/>
Email	<input type="text"/>	Contact Number	<input type="text"/>
Address1	<input type="text"/>		
Address2	<input type="text"/>		
Address3	<input type="text"/>		
Address4	<input type="text"/>		
Postcode/Eircode	<input type="text"/>		
Date Vetting Request Completed	<input type="text" value="18/01/2021"/> *automatically generated	<input type="checkbox"/> Do you wish to keep this data for the next form?	
<b>Declaration</b>			
I (the above named) confirm that I understand my responsibilities in relation to applications submitted by me and that I have checked all forms for accuracy prior to submission.		<input type="checkbox"/> YES	

## Appendix 4 – Verification of Identification & Sample of Correctly Completed ID Forms

Before an application can be submitted to the GVLO the identity of the vetting applicant must be verified.

Please note failure to complete this step may lead to:

- Criminal history information being disclosed that does not relate to the applicant OR
- The NVB failing to disclose criminal history information relating to the applicant. This could pose a risk to the safeguarding of vulnerable adults and children

### Verification of ID process

- 1) Provide the applicant with the list of ID Documents that can be accepted. This list is detailed on p2 of the 'ID Verification Form'.
- 2) Check the documentation provided by the applicant. Details on the identification documents must match 100% the information provided by the applicant on their NVB1 Form i.e. same first name, surname, date of birth and current address. Please see example below, details on the identification documents match the details provided on the NVB1 Form.

ID Image Source: [ndls.ie](http://ndls.ie) (National Driver Licence Service)

The image shows three sample documents used for identity verification:

- Learner Permit (CEAD FOGHLAMÓRA):** Issued to Thomas Armstrong, born 07.10.78, residing at Control Road, Dublin. The permit is valid in Ireland only.
- Bank Account Statement:** From Thomas Armstrong, Control Road, Dublin. The statement shows an opening balance of 9999 and a closing balance of 9999, with a date of issue of 01/01/2020.
- Vetting Invitation Form (Form NVB 1):** A grid-based form where the applicant's details are entered. The information matches the other documents:
  - 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): THOMAS
  - Middle Name: NA
  - Surname: ARMSTRONG
  - Date Of Birth: 07/10/1978
  - Email Address: THOMASARMSTRONG123@GMAIL.COM
  - Contact Number: 0861234567
  - Role Being Vetted For: HEALTH CARE ASSISTANT PROVIDING CARE TO CHILDREN AND VULNERABLE ADULTS
  - Current Address:
    - Line 1: CONTROL ROAD
    - Line 2: DUBLIN
    - Line 3:
    - Line 4:
    - Line 5:
  - Eircode/Postcode:

- 3) Complete and retain the form 'ID Verification Form' as evidence that the identity verification process was completed and which documents were provided. You should also retain copies of the documents which you used to establish the identity of the applicant as you may be requested to provide this to the National Vetting Bureau (within a three year period).

Note: At least, one form of photographic ID is required to validate identity. If bills/letters are used for the purpose of confirming the current address e.g. gas, electricity, television, broadband, it must be dated within 6 months. Printed online bills are acceptable however mobile phone bills are not.

If the ID check does not equal 100, ask the applicant to provide additional documents until you are satisfied with the evidence provided.

## Example of a Completed ID Validation Checklist

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### ID Validation Checklist For Garda Vetting Purposes

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*This form is to be completed by a registered line manager who is registered with the GVLO for Garda Vetting purposes or their designate*

With the advent of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 the legislation has introduced a legislative basis for vetting and provision for the establishment of procedures that are to apply in respect of persons who wish to undertake certain work or activities relating to children or vulnerable persons.

The legislation allows for the inclusion of additional personal data to enable the verification of identity. It also places a responsibility on the organisation requesting the vetting to be undertaken to validate the identity i.e. name, date of birth and current address of the individual before requesting vetting to be undertaken.

An essential aspect of the criminal history disclosure service provided by the National Vetting Bureau (formerly the Garda Central Vetting Unit) is ensuring that the individual applying for the check is who they say they are. Failure to establish the identity of the individual could lead to:-

- Criminal history information being disclosed that does not relate to the applicant; or
- The National Vetting Bureau failing to disclose criminal history information about an applicant leading to a potential risk to the safeguarding of vulnerable adults and Children.

#### **Valid Identification Documents – Important Note**

Applicants must provide evidence of identity that provide a minimum of 100 points (as per the check list overleaf). Please note at least **one form of ID must be photographic** and **one must confirm current address**. Details provided i.e. name, date of birth and current address must match exactly the details provided by the applicant on the NVB1 Form.

Name of Applicant: Thomas Armstrong

Date of Birth of Applicant: 07/10/1978

Current Address of Applicant: Control Road, Dublin

Date ID check completed: 26/01/2021

*I confirm that I have seen the ID documents as indicated on the attached sheet and these match the details provided on the NVB1 Form by the applicant:*

Signed: Olivia Moran

Please PRINT name: OLIVIA MORAN

Work Location: Local HR, Our Lady's Hospital, Strandhill, Sligo

	Score	Tick
<b>Photographic Identification</b>		
Irish driving licence or learner permit (new credit card format)	80	<input checked="" type="checkbox"/>
Irish Public Services Card	80	<input type="checkbox"/>
Passport (from country of citizenship)	70	<input type="checkbox"/>
Irish certificate of naturalisation	50	<input type="checkbox"/>
Birth certificate	50	<input type="checkbox"/>
Garda National Immigration Bureau (GNIB) card	50	<input type="checkbox"/>
National Identity Card for EU/EEA/Swiss citizens	50	<input type="checkbox"/>
Irish driving licence or learner permit (old paper format)	40	<input type="checkbox"/>
<b>Employment Identification</b>		
ID card issued by employer (with name and address)	35	<input type="checkbox"/>
ID card issued by employer (name only)	25	<input type="checkbox"/>
<b>Letters from employers (within last two years)</b>		
Confirming name and address	35	<input type="checkbox"/>
P60 or P45 or Payslip (with home address)	35	<input type="checkbox"/>
<b>Membership Cards</b>		
Club, union or trade, professional bodies	25	<input type="checkbox"/>
Educational institution	25	<input type="checkbox"/>
<b>Other Correspondence</b>		
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	<input type="checkbox"/>
Public services card/social services card/medical card - no photograph	25	<input type="checkbox"/>
Public services card/social services card/medical card – which includes photograph	40	<input type="checkbox"/>
Bank/Building Society/Credit Union statement (Statements from Store cards/catalogue companies are not acceptable)	35	<input checked="" type="checkbox"/>
Credit/debit cards/passbooks (only one per institution)	25	<input type="checkbox"/>
National age card (issued by An Garda Síochána)	25	<input type="checkbox"/>
From an educational institution/SUSI/CAO	20	<input type="checkbox"/>
From an insurance company regarding an active policy	20	<input type="checkbox"/>
From a bank/credit union or government body or state agency	20	<input type="checkbox"/>
<b>Total</b>	<b>115</b>	

Please note it is an offence to knowingly provide false information to secure a vetting disclosure

**Important: Please retain this checklist along with the evidence presented by the applicant safely as it may be requested by the National Vetting Bureau during the processing of the applicant's vetting bureau application form.**

**AN GARDA SÍOCHÁNA**



**NATIONAL VETTING BUREAU**

### **PARENT/GUARDIAN CONSENT FORM (NVB 3)**

### Applicant Details

[illegible]

### Parent/Guardian Details

**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.**

[illegible]

**Address:**

**Line 1:**

**Line 2:**

**Line 3:**

**Line 4:**

**Line 5:**

**Eircode/Postcode:**

### Parent/Guardian Consent

**I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.**

**Parent/Guardian  
Signature:**

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**Date:**

D	D	/	M	M	/	Y	Y	Y	Y
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