

Parish Vetting Newsletter

CHANGES TO THE GARDA VETTING PROCESS

Following inspections and updates to align with European Criminal Records Information System (ECRIS), the Garda National Vetting Bureau has introduced significant changes to the vetting process for parishes, effective from 1st July 2025.

EUROPEAN CRIMINAL RECORDS CHECKS (ECRIS)

Applicants whose roles involve contact with children will now be asked additional questions during the NVB1 e-vetting application process. If applicable, checks will be conducted across EU member states and the United Kingdom.

Expected delays: EU checks may add approximately 10 days; UK checks may take up to 20 working days.

These checks apply only to applicants undertaking relevant work or activities involving children.

Additional required fields now include:

- City/Town of Birth
- Mother's Forename and Maiden Name
- Father's Forename and Surname
- Issuing Country of Passport
- Enhanced international address fields

Applicants will also be asked if they hold identification documents from a European country or the UK. These questions are now part of the online e-vetting system.

IDENTIFICATION DOCUMENTS

Over 18s and under 18s – NVB1 and NVB3 forms:

Two forms of ID are required:

- One with a **current photograph**
- One showing **current address** (must match address provided on vetting application form and be dated within the past six months)

If the required ID is not available, please contact the Diocesan Office.

Accepted Photo ID:

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

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Accepted Proof of Address (issued within the last 6 months):

1. Utility bills (gas, oil, electricity, broadband, waste, TV licence)
2. Bank, Building Society, or Credit Union statements (not Revolut or private lenders)
3. Government department correspondence
4. Local Council letter confirming residency

Under 18s:

If the applicant cannot satisfy the above criteria, two documents must be submitted, one of which must be a birth certificate.

Accepted Documents:

1. Birth Certificate
2. Passport (from country of citizenship)
3. Letter from school principal confirming attendance (on school letterhead)

VETTING APPLICATION FORMS

All original vetting application forms and copies of ID must be sent by post to the Diocesan Office. **Scanned or emailed copies will not be accepted.**

Parishes must not retain copies of any vetting application forms or ID documents.

Updated vetting forms must be used. Previous versions are now void and cannot be processed.

The new Vetting Application Forms includes four pages:

1. Guidelines for completing the vetting form
2. Vetting application form
3. Organisation information and identification documents
4. Identity validation checklist (to be completed by the parish validator)

Incomplete applications will be returned to the parish for completion, causing delays.

NOTIFICATION OF COMPLETED VETTING

Official vetting certification will be retained by the Diocesan Office.

The parish and the applicant will receive an email from the Diocesan vetting officer confirming vetting approval.

TRAINING

The Diocesan Office will provide a training session for Priests and Parish Secretaries on these changes.