

School Vetting Newsletter

CHANGES TO THE GARDA VETTING PROCESS – EFFECTIVE 1ST JULY 2025

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 schools, effective from 1st July 2025.

In line with these changes you will receive a **revised Service Level Agreement. The school is also required to set up a dedicated vetting email address.**

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 Cloyne Diocesan Centre

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)

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

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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

The original NBV1 form along with the ID documents will be **kept by the school** and be available for upcoming audits by the Garda National Vetting Bureau (details below).

A **copy** of the NVB1 form will be sent by post to: *Cloyne Diocesan Centre, Spy Hill, Cobh, Co. Cork, P24 RK54* for processing. **Scanned or emailed copies will not be accepted.**

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 school validator)

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

VETTING APPLICATION FORMS

The Garda Vetting Bureau has brought in mandatory training for all affiliates. Training will be offered by the diocese. Attendance is compulsory. **For those that do not attend, the diocese cannot process vetting applications for your school.**

The Principal/Acting Principal is the person that has responsibility for Garda Vetting as named on the SLA. Therefore, it will be the Principal/Acting Principal that will need to attend the training.

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SCHOOL AUDITS

The Garda National Vetting Bureau has started to audit all Registered Organisations that carry out vetting. During this audit you must provide the Garda Auditing Team with vetting application forms and identification documents.

The Diocese will also be undertaking regular audits of your documentation to ensure compliance.

RETENTION OF DOCUMENTS

The Garda National Vetting Bureau require you to retain NVB1 forms and Identification documents.

Purpose of Retention

- Prevent, detect and investigate offences under the Act
- Enable the GNVB to perform its functions
- Ensure compliance with the vetting process
- Assist in investigating breaches

Data to be Retained

- Retain original NVB1 form and hard copies of identification documents for 6 months
- After 6 months a soft copy of the NBV1 form and identification documents will suffice.

Retention periods

- Active Individuals: Data retained for duration of engagement.
- Inactive Individuals: Data destroyed within 12 months of departure.

Please note the following retention periods are what is required by the Garda National Vetting Bureau, other oversight or government bodies may require you to retain documents longer.