

## Guidelines on the Garda Vetting Process

National College of Ireland undertakes Garda Vetting for the purpose of ensuring that there are no factors indicating that an individual is unsuitable to work with or participate in volunteer activities that bring them into direct contact with children or vulnerable adults. Vetting is carried out by the National Vetting Bureau (NVB).

Garda Vetting is deemed necessary for any persons involved in work or an activity which is carried out by a person having access to, or contact with, children or vulnerable persons.

Please note that students will not be permitted to begin their placement until their vetting application is processed and approved in accordance with NCI's Student Vetting policy.

There are three parts to the Garda Vetting process.

Part 1	<p>Applicants are required to:</p> <ul style="list-style-type: none"> <li>(i) Complete the Vetting Invitation Form (NVB1) – <b>Ensure to tick the consent box at the bottom of the NVB1 form.</b></li> <li>(ii) Validate your identity by sending <b>certified copies</b> of two forms of identification as follows: <ul style="list-style-type: none"> <li>• Valid Photographic ID to include name and date of birth (e.g. Passport, driving license)</li> <li>• Evidence of current address dated within 6 months of application (e.g. Utility bill, bank statement)</li> </ul> </li> </ul> <p>Note: Do not send original documents of identification.</p> <p>The completed NVB1 form and copies of identification must be posted to Stephanie Roe, National College of Ireland, Mayor Street, IFSC, Dublin 1. In addition, as we may be offsite due to Covid 19, the same must be scanned and emailed to <a href="mailto:stephanie.roe@ncirl.ie">stephanie.roe@ncirl.ie</a>.</p> <p><b>Important: Programme offer will remain conditional until part 1 is completed.</b></p>
Part 2	<p>Within 5-10 days of submitting the forms you will receive a link from <a href="mailto:evetting.donotreply@garda.ie">evetting.donotreply@garda.ie</a> to the email address you provided on the Vetting Invitation Form asking you to complete the online Garda Vetting Form.</p> <p>When you receive the email, you must complete the online form <b>immediately</b> and submit it. The completed on-line form is then submitted to the National Vetting Bureau for processing. This process takes 5 - 15 days.</p>
Part 3	<p>Once your Garda Vetting has been processed, the National Vetting Bureau will issue a Vetting Disclosure which will be sent to the HR department. If you would like a copy of your disclosure, you must email <a href="mailto:caroline.dolan@ncirl.ie">caroline.dolan@ncirl.ie</a>.</p> <p><b>Important:</b> Until NCI receive the disclosure, you will not be permitted to participate on any placements associated with your course.</p>