



**DIOCESE OF RAPHOE
GARDA VETTING SERVICE**

Tel: 0749125669

Email: gardavetting@raphoediocese.ie

Margaret Northage – Liaison Person for Garda Vetting



GARDA VETTING INSTRUCTIONS FOR SCHOOLS

There are two stages to the vetting process, (1) submission of a Vetting Invitation Form – NVB1 along with identification and (2) accessing a link via your email account which will be sent to you directly from the National Vetting Bureau. This link allows you to complete your on-line application. You are given 30 days to complete your application otherwise you are locked out of the system.

**Always seek permission from the School Principal to be vetted
for each respective school.**

Please follow these instructions carefully otherwise your application will be rejected.

1.	Identification - Application needs two forms of Identification (copy of passport/driving license and copy of utility bill or another official document that is proof of address). <i>Please do not submit documentation containing your PPS No.</i>
2.	You must be over 16 years of age before you can undergo Garda Vetting. This will apply to all Transition Year Students taking up placements in schools.
3.	For Young Persons aged 16 – 18 years old, supply a copy of Passport or Birth Certificate as identification along with NVB 1 Form and NVB3 Form (Parental Consent).
4.	Parental Consent (NVB 3 Form) is required for young persons under the age of 18 years and must contain the parent/guardian's contact details, i.e., email address and contact number. For child protection purpose, we do not contact young people under the age of 18 years either by phone or email.
5.	Application needs a valid e-mail address, please state email address clearly.
6.	Application needs a contact number, signature and dated.
7.	Under Name of Organisation please indicate name of School or the name of Parish within the Diocese of Raphoe where you will work/volunteer.
8.	We only vet ancillary staff in national schools under the Catholic patronage in the Diocese of Raphoe along with all other parish staff/volunteers whose work brings them into "regular contact with children".
9.	If you are a volunteer, please specify your role in working with children/vulnerable adults.
10.	The Teaching Council vet mainstream teaching staff. See: www.teachingcouncil.ie
11.	Your vetting application will expire in 30 days. It is your responsibility to ensure you do not allow this to happen.
12.	Due to the high volume of work, resources are no longer available to deal with applicants who are non-responsive to communication from this office.

Margaret Northage,
 Raphoe Safeguarding Office,
 Pastoral Centre,
 Monastery Avenue,
 Letterkenny,
 Co Donegal.



Your Ref:

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Form NVB 1 – Vetting Invitation for Schools.

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):	
Middle Name:	
Surname:	
Date Of Birth:	D D / M M / Y Y Y Y
Email Address:	
Contact Number:	
Role Being Vetted For:	
Current Address:	
Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

I confirm that I have attached valid ID, one photographic and one proof of address and I have sought permission from the School Principal to be vetted for this school

Section 2 – Additional Information

Name of Primary School:

(This office only vets applicants working in Catholic Primary Schools in the Diocese of Raphoe)

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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:**

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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**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.**