



Code: QA231
Title: **Garda Vetting and Police Clearance for Undergraduate and Postgraduate Students**
Date: TBC
Approval: Academic Council, on recommendation of its Standing Committee

Purpose

NUI Galway (the University) offers a number of programmes, volunteer opportunities and outreach work which require students to undertake placement activity within the organization or with external agencies, which will require them to undertake [relevant work](#) as defined by the Children & Vulnerable Persons Act.

To ensure compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and justify public trust and confidence, the University will vet all students undertaking relevant work either for the University or on behalf of its placement partners and is committed to ensuring that only suitable individuals are permitted to undertake these activities.

Description

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Relevant Work is defined as any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons.

Details of relevant work or activities are outlined in part 1 and 2 of [Schedule 1](#) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis.

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

The Act also provides for the use of [specified information](#) where such information leads to a bona-fide belief that an individual poses a risk to children or vulnerable persons.

NUI Galway uses the [National Vetting Bureau](#) which will make such enquiries with *An Garda Síochána* or

a Scheduled Organisation, to establish whether there is any criminal record or specified information relating to the applicant.

The National Vetting Bureau does not make decisions in respect of the suitability of an applicant for a position; this is the sole responsibility of NUI Galway.

In the event where students do not meet the Garda Vetting requirements of the University, they will not be permitted to undertake related activities and registration on such programmes may be subject to cancellation.

Programmes Requiring Garda Vetting

All programmes which contain a placement element which requires students to participate in relevant work, will require Garda Vetting

Other Garda Vetting Requirements

Any student wishing to participate in volunteer or outreach activities which meet the definition of relevant work must also be vetted.

Relevant Convictions

When assessing a student's suitability for relevant work, NUI Galway may take into consideration all or any Garda Vetting Disclosures containing details relating to prosecution for or conviction of any offences listed in [Appendix 2](#).

Applicants with Criminal Convictions

Having a criminal conviction will not necessarily prevent an applicant from undertaking the relevant work for which they have been vetted.

The University will, however, take any relevant convictions into account when considering her/his suitability for these activities and reserves the right to refuse to admit an applicant or cancel the registration of a person admitted where his/her previous criminal conviction makes it inappropriate for him/her to participate on the placement or volunteer or outreach activity.

In reaching a decision regarding the suitability of a student with a Relevant Conviction, the University will balance the interests of the student (and its ability to provide any appropriate support arrangements) with its responsibilities to provide a safe and secure environment for its staff, students, visitors and others.

Additionally, the University will consider the demands of relevant professional bodies and requirements under the law to protect special categories of people, for example children and vulnerable adults.

Students who acquire a criminal conviction during their course of study

Students who have already been vetted to undertake relevant work but who subsequently acquire a conviction during their course of study are required to notify NUI Galway's Garda Vetting Liaison of that conviction prior to the undertaking of any relevant work and will be subject to the provisions of this Policy.

Management of the Vetting Process

NUI Galway has an administrative structure to manage the various stages associated with the Garda Vetting Process, as follows:

- **NUI Galway Liaison Person for the National Vetting Bureau (NVB):** Admissions Officer
- **NUI Galway GV Disclosures Assessment Committee:** Comprising of the GV Liaison Person and either one or two of the following -
 - Head of relevant School;
 - Programme Director;
 - Academic Secretary;
 - Dean of relevant College;
 - Students' Union representative.
- **NUI Galway Appeals Committee on Vetting Process:** Registrar and Deputy-President and two Deans of College, not to include the Dean who acted on the GV Disclosures Assessment Committee, appointed by Registrar and Deputy-President.

Police Clearance

The National Vetting Bureau currently undertakes vetting on addresses in Ireland and Northern Ireland only. Students who have resided outside of Ireland and/or Northern Ireland, for more than 6 months since the age of 15, are required to provide supporting documentation when submitting his/her Garda Vetting application form, in addition to complying with the Garda Vetting process described below.

This requirement covers the Teaching Council requirements for students who are registered on the Professional Master of Education (PME)/Máistir Gairmiúil san Oideachas (MGO) programmes which require a student who has resided outside Ireland and/or Northern Ireland for three years or more in total, after the age of 18, to provide certified copies of police clearance documents from all jurisdictions/states of previous residence, referring to the time spent in each jurisdiction/state.

Garda Vetting Process

The following sections outline the Garda Vetting process and matters arising from it. NUI Galway reserves the right to adapt this process from time to time, in general or in particular cases, having regard to the particular circumstances of a case or cases.

Unless otherwise stated, all communications related to Garda Vetting with applicants for programmes or students on programmes wishing to undertake relevant work will be confidential.

Stage 1 - Completion of Vetting Invitation Form (NVB1)

Students who are registered on a course at NUI Galway and who are required to undertake relevant work as part of their programme of study or as part of outreach or volunteer activity will be sent a Garda Vetting Invitation Form (NVB1) which will include the instructions for completion ([Appendix 3](#)). This invitation will be sent to the registered student's NUI Galway email account.

The only exception to this relates to applicants for Professional Master of Education (PME)/Máistir Gairmiúil san Oideachas (MGO) programmes. As vetting is required in advance of the commencement of the programme, vetting invitations will be sent prior to registration once applicants have accepted

their offer onto this course. The vetting invitation in this instance will be sent to the email account used for the purposed of the application.

Once completed, form NVB1 must be returned to the designated office within two weeks of receipt. The relevant office will be stipulated on the accompanying email.

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.

If the student fails to return the documentation within the specified timeframe, the relevant programme director's office and Head of School will be notified in order that a reminder may be issued.

Any registered student who is under 18 years of age at the point of entering the University must complete an additional Garda Vetting Parent/Guardian Consent Form (NVB3) which will automatically be sent to along with the NVB1.

Stage 2 - ID Check

NUI Galway are required to perform a physical ID check. For most students, this ID check is performed at registration and for this cohort, all further correspondence will take place through the student's ID validated NUI Galway email account.

For students who are vetted prior to registration, or who are not required to submit ID documentation as part of the registration process, a physical ID check must be completed upon submission of their NVB1.

To facilitate the ID verification process, a 100-point check system has been developed in support of verifying identity including date of birth and current address of vetting subjects.

When conducting Garda Vetting, NUI Galway requires vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score
Irish driving licence or learner permit (new credit card format)	80
Irish Public Services Card	80
Passport (from country of citizenship)	70
Irish certificate of naturalisation	50
Birth certificate	50
Garda National Immigration Bureau (GNIB) card	50
National Identity Card for EU/EEA/Swiss citizens	50
Irish driving licence or learner permit (old paper format)	40
Employment ID	
· ID card issued by employer (with name and address)	35
· ID card issued by employer (name only)	25
Letter from employer (within last two years)	
· Confirming name and address	35
P60, P45 or Payslip (with home address)	35
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
Public services card/social services card/medical card	25
· With photograph	40
Bank/Building Society/Credit Union statement	35
Credit/debit cards/passbooks (only one per institution)	25
National age card (issued by An Garda Siochana)	25
Membership card	
· Club, union or trade, professional bodies	25
· Educational institution	25
Correspondence	
· From an educational institution/SUSI/CAO	20
· From an insurance company regarding an active policy	20
· From a bank/credit union or government body or state agency	20
Children under 18 years (any one of the following)	
· Birth certificate	100
· Passport	100
· Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100
Recent arrival in Ireland (less than 6 weeks)	
· Passport	100
Vetting Subject is unable to achieve 100 points**	
· Affidavit witnessed by a Commissioner for Oaths	100

Stage 3 – Submission of Data to National Vetting Bureau

All relevant document has been received and sign and ID checks have been completed, NUI Galway will provide the National Vetting Bureau with the information supplied electronically via the eVetting system.

The documentation provided, will be kept for the duration of the vetting period as is required by law.

Once the information has been provided to the National Vetting Bureau, the NVB will contact the vetting subject via their NUI Galway email account to complete the vetting application.

Vetting subjects have 30 days in which to do so before the vetting application will expire. Failure to complete the vetting application within this timeframe will require the vetting subject to start the process again and will delay the completion of the vetting process and possibly the start of any placement, outreach or volunteer activity.

Stage 4 – Confirmation by National Vetting Bureau

Completed applications are validated by NUI Galway Garda Vetting Liaison Person before being sent to the National Vetting Bureau for review.

On receipt of a completed vetting application, the National Vetting Bureau will make such enquiries with *An Garda Síochána* or a Scheduled Organisation as it deems necessary to establish whether there is any criminal record or specified information relating to the person.

Once all checks have been completed, a Garda Vetting disclosure document is issued directly to NUI Galway's Garda Vetting Liaison Person.

All Garda Vetting disclosure documents are subsequently forwarded to students NUI Galway email accounts.

Following review of the vetting subject's Garda Vetting application, the disclosure document returned by the National Vetting Bureau will indicate one of the following responses:

- Nil convictions recorded;
- Details of any conviction recorded or cases pending.

Stage 5 – Evaluation of Disclosure Information

Once the disclosure information has been confirmed it is then reviewed by the Garda Vetting Liaison Person and classified into one of the following categories:

- No Previous Convictions;
- Case Pending;
- Minor Offence;
- Serious Offence;
- Very Serious Offence.

Thereafter, the University will deal with the information as outlined in Stage 6.

Stage 6 - University response to information provided by National Vetting Bureau/Garda Central Vetting Bureau

a. No previous convictions

The names of all students with no previous convictions are forwarded by the Authorised Signatory to the relevant Head of School, who will provide written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed appropriate for placement (see Appendix 6).

b. Case Pending

If a conviction is recorded, or is pending, the GV Disclosures Assessment Committee will consider the conviction, or pending conviction.

c. Minor Offence

In the cases of minor offences, i.e. offences which, within the absolute discretion of the University, are not considered to pose any risk to children or vulnerable adults, the GV Disclosures Assessment Committee will approve the release of the names to the relevant Head of School, who will provide written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed appropriate for placement (see Appendix 6).

d. Serious Offence

In the case of serious offences, i.e. offences, the nature of which could indicate a potential risk to children or vulnerable adults, the University's response will be informed, in the first instance, on whether the student openly disclosed the offence.

(i) If the offence has been disclosed, at least 2, but no more than 3, members of the GV Disclosures Assessment Committee, which will include the Garda Vetting Liaison Person, will meet with the student to discuss the circumstances of the offence. Having discussed the offence, the representatives of GV Disclosures Assessment Committee may, inter-alia, consider the following factors in respect of a student's suitability for a programme:

- The nature and seriousness of any offence which may be recorded in respect of the student;
- The nature of any court result which may be recorded in respect of the student;
- Mitigating factors, if any, in favour of the student;
- The self-disclosure of any such offence by the student;
- The age of the student at the time any such offence was committed;
- The length of time elapsed since any such offence was committed by the student;
- The conduct of the student in the time elapsed since the offence was committed;
- Rehabilitative efforts undertaken by the student in the time elapsed since any such offence was committed;
- Recidivism rate, if any, of the student in the time elapsed since any such offence was committed;
- Any other information recorded relating to the commission of or involvement in the commission of an offence, which would give rise or would be likely to give rise to a bona-fide concern that the individual poses a risk to the safety of children and/or vulnerable adults.

If there has been evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, then the student will be advised that he/she will be allowed to continue the programme.

The Liaison will forward the names of the students to the members of the GV Disclosures Assessment Committee (present and absent at the meeting), and the Programme Director or Head of School will provide written assurance to the placement agency that the student has been subject to Garda Vetting and has been deemed suitable for placement ([Appendix 4](#)).

In the cases of serious offences, and where the student has provided evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student since the event took place, the NUI Galway can request that details of the offence(s) be shared with the placement agency/outreach or volunteer partner, with the student signing the privacy waiver in [Appendix 5](#).

Whilst students are under no obligation to waive their right to privacy, it may impact their ability to participate in the placement element of their course if they wish to uphold this right.

If there is no evidence of significant rehabilitation and/or evidence of appropriate behaviour modification by the student, the student will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (e) below will be followed.

(ii) If the offence has not been disclosed at least 2, but no more than 3, members of the GV Disclosures Assessment Committee, which will include the Liaison Person, will meet with the student to discuss the circumstances of the offence. Other than in very exceptional circumstances, the student will be advised that their offence is being treated as a *very serious offence* and the procedure outlined in section (e) below will be followed.

e. Very Serious Offence

In the case of very serious offences, i.e. offences, the nature of which could potentially indicate a serious risk to children and vulnerable adults or other members of the public, the student will be required to meet with the GV Disclosures Assessment Committee and advised that owing to the nature of their conviction(s) they cannot be allowed to participate on the placement, outreach or volunteer activity.

If this constitutes a compulsory aspect of the course they will be unable to continue their programme of study.

Following the meeting the student will be advised in writing of that decision by registered letter to his/her home address.

Stage 7 - Appeals Mechanism

If the student is dissatisfied with the decision of the GV Disclosures Assessment Committee, they may appeal the decision to the NUI Galway Appeal Committee on Garda Vetting Process through the Registrar and Deputy- President, in writing stating the grounds for the appeal.

The NUI Galway Appeal Committee on Garda Vetting Process may choose to meet with the student and/or relevant members of staff as deemed appropriate. The findings of the NUI Galway Appeal Committee on Vetting Process shall be final.

Completion

Applicants who have satisfactorily completed Garda Vetting (and any other requirements of the registration process) will be fully registered as students of NUI Galway on the relevant programme.

However, applicants should be aware that, given the duration of certain programmes, the University reserves the right, at its discretion, to require certain groups of students or individual students to undergo a further Garda Vetting process during their programme of study.

Students not residing in Ireland

At present, the National Vetting Bureau/Garda Central Vetting Bureau does not vet applicants whose residence is outside Ireland or Northern Ireland.

Garda Vetting and the Data Protection

As vetting data is considered to be sensitive personal data under the Data Protection Acts, access to it is strictly controlled.

The purpose of this vetting procedure is to ensure that only NUI Galway acts in the matter of the student and in turn provides the necessary safeguards for the processing of students' sensitive personal data while ensuring that the student is properly vetted for the placement.

For students deemed suitable for placement, NUI Galway provides the placement agency with a written assurance that a student has been subject to vetting. This written assurance, quoting the relevant application number, indicates that the student has been subject to the vetting process and deemed suitable for relevant work ([Appendix 4](#)).

NUI Galway may not provide copies of Garda Vetting forms to third parties nor may NUI Galway share or disclose any sensitive personal data which may arise during the vetting process with third parties, except with the express permission of the Data Subject.

Under the General Data Protection Regulations, individuals have the right to access personal information about themselves. Requests for access to vetting information may be made in writing to the Garda Vetting Liaison Person.

3.0 Responsibilities

Name	Responsibility
Standing Committee of Academic Council	Policy Owner and Approval
Admissions Office	Policy Maintenance and Repository

Appendix 1 - NUI Galway Programmes which require Garda Vetting

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

The following programmes contain a compulsory placement element for which Garda Vetting is required. All students registered on these programmes will automatically receive a Garda Vetting Invitation form, which will be sent to their NUI Galway email account

PG/UG	College	Course Description	Course Instance
P/G	Adult & Continuing Education	Professional Diploma in Education (Further Education)	1PFF2
P/G	College of Arts, Social Sciences, & Celtic Studies	Máistir Gairmiúil san Oideachas	1MGO1
P/G	College of Arts, Social Sciences, & Celtic Studies	Master of Science (Health Psychology)	1MHP1
P/G	College of Arts, Social Sciences, & Celtic Studies	Master of Science (Health Psychology)	1MHP2
P/G	College of Arts, Social Sciences, & Celtic Studies	Higher Diploma in Arts (Psychology - Conversion)	1HY1
P/G	College of Arts, Social Sciences, & Celtic Studies	Master of Science (Applied Behaviour Analysis)	1ABA1
P/G	College of Arts, Social Sciences, & Celtic Studies	Higher Diploma in Arts (Psychology)	1HDP1
P/G	College of Arts, Social Sciences, & Celtic Studies	Postgraduate Diploma In Health Promotion	1HM1
P/G	College of Arts, Social Sciences, & Celtic Studies	Master of Arts (Health Promotion)	1HP1
P/G	College of Arts, Social Sciences, & Celtic Studies	Ph.D. (Child and Youth Research)	1PCY1
P/G	College of Arts, Social Sciences, & Celtic Studies	Ph.D. (Child and Youth Research)	1PCY2
P/G	College of Arts, Social Sciences, & Celtic Studies	Postgraduate Diploma in Special Educational Needs	1PDE1
P/G	College of Arts, Social Sciences, & Celtic Studies	Professional Diploma in Education/An Dioplóma Gairmiúil san Oideachas	1PFE1
P/G	College of Arts, Social Sciences, & Celtic Studies	Professional Master of Education	1PME1
P/G	College of Arts, Social Sciences, & Celtic Studies	Master of Arts (Social Work)	1SK1
P/G	College of Engineering & Informatics	M.Sc. (Bio-Innovation)	1MBI1
P/G	College of Engineering & Informatics	Postgraduate Diploma in BioInnovation	1PDB1
P/G	College of Medicine, Nursing, & Health Sciences	Master in Health Sciences (Childrens Palliative Care/Complex Care)	1MDC1
P/G	College of Medicine, Nursing, & Health Sciences	Master in Health Sciences (Childrens Palliative Care/Complex Care)	1MDC2
P/G	College of Medicine, Nursing, & Health Sciences	MSc Advanced Healthcare Practice and Research	1MTH1
P/G	College of Medicine, Nursing, & Health Sciences	MSc Advanced Healthcare Practice and Research	1MTH2
P/G	College of Science	Master of Medical Physics	1PY1

PG/UG	College	Course Description	Course Instance
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts (Social Care)	1BAS1
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts (Children's Studies)	1BCN1
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts with Children's Studies	1BCS1
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts with Human Rights	1BHR1
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts (Mathematics and Education)	1BME1
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Arts (Child, Youth and Family: Policy and Practice)	1BYF1
U/G	College of Arts, Social Sciences, & Celtic Studies	Registered Behaviour Technician Preparation Course	1RBT2
U/G	College of Arts, Social Sciences, & Celtic Studies	Registered Behaviour Technician Preparation Course	1RBT3
U/G	College of Arts, Social Sciences, & Celtic Studies	Bachelor of Science (Applied Social Sciences)	1BSS1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science (Podiatry)	2BPD1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science (Podiatry)	3BPD1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science (Podiatry)	4BPD1
U/G	College of Medicine, Nursing, & Health Sciences	B.Sc. (Hons) Podiatric Medicine	1BPO1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Midwifery Science	1BWS1
U/G	College of Medicine, Nursing, & Health Sciences	M.B. B.Ch. B.A.O. Degree	0MB3
U/G	College of Medicine, Nursing, & Health Sciences	M.B. B.Ch. B.A.O. Degree	1MB3
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Nursing Science	1NG1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Nursing Science	1NG2
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Occupational Therapy)	1OT1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Occupational Therapy)	2OT1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Occupational Therapy)	3OT1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Speech and Language Therapy)	1SL1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Speech and Language Therapy)	2SL1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Speech and Language Therapy)	3SL1
U/G	College of Medicine, Nursing, & Health Sciences	Bachelor of Science Degree (Speech and Language Therapy)	4SL1
U/G	College of Medicine, Nursing, & Health Sciences	B.Sc. (Hons) Podiatric Medicine	2BPO1
U/G	College of Science	Bachelor of Science (Biomedical)	1BO1

NUI Galway reserves the right to amend this Appendix at any time.

Appendix 2 - Relevant Offences which may be considered when deciding on the suitability of an applicant

When assessing the suitability of an applicant for a certain programme, the GV Disclosures Assessment Committee may consider and consider all or any Garda Vetting Disclosures contain details relating to the prosecution for or conviction for any offence in the following list.

- Offences against the state, Treason and offences under the Defence Act;
- Firearms, Explosives and Offensive Weapons offences;
- Terrorist and Organised Crime offences;
- All sexual and child pornography offences;
- Child neglect and all other offences against children;
- All offences of cruelty against animals and breaches of animal remedy regulations;
- All offences of misuse of drugs and drug trafficking acts;
- All offences under the and fraud offences act;
- All offences under the public order act and criminal damages act in respect if anti-social behaviours;
- Liquor licensing offences for selling or providing intoxicating liquor to children and offences under the Licensing (combating Drug Abuse) act;
- Offences under the Air Transport and Navigation Act, Immigration Act, Maritime Safety Act, Railways Act;
- Murder; manslaughter;
- Abduction, Kidnapping, Hostage Taking, Hi-jacking, False Imprisonment, Robbery, Torture, Endangerment, Harassment, Coercion, Assault, Incitement to Hatred, Human Trafficking and any other offences against the person;
- Customs and Excise, Revenue, Social Welfare, Health and Safety, Environmental Protection and Waste Management offences;
- The following Road Traffic offences;
 - Driving while intoxicated offences under the following sections of the RTA Sections 12, 13, 14, 15, 49 and 50;
 - Dangerous Driving/Dangerous Driving Causing Death/Careless Driving under section 53 and 52 of the RTA;
 - Hit and Run Offences under section 106 of the RTA;
 - Unauthorised taking and unauthorised interference with vehicle under section 112 and 113 of the RTA;
 - Use of vehicles in commission of a crime;
 - No insurance.
- Any offence of a similar nature or gravity to the above which is already enacted, or which may be enacted in the future;

Appendix 3 – Garda Vetting Invitation Form (NVB1)



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

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.

All applicants will be required to provide documents to validate their identity.

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 NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

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.

Admissions Office
 Aras Uí Chathail
 NUI Galway
 Galway



Your Ref:

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.

Forename(s):	<input style="width: 100%; height: 25px;" type="text"/>
Middle Name:	<input style="width: 100%; height: 25px;" type="text"/>
Surname:	<input style="width: 100%; height: 25px;" type="text"/>
Date Of Birth:	<input style="width: 100%; height: 25px;" type="text"/>
Email Address:	<input style="width: 100%; height: 25px;" type="text"/>
Contact Number:	<input style="width: 100%; height: 25px;" type="text"/>
Role Being Vetted For:	<input style="width: 100%; height: 25px;" type="text"/>
Current Address:	
Line 1:	<input style="width: 100%; height: 25px;" type="text"/>
Line 2:	<input style="width: 100%; height: 25px;" type="text"/>
Line 3:	<input style="width: 100%; height: 25px;" type="text"/>
Line 4:	<input style="width: 100%; height: 25px;" type="text"/>
Line 5:	<input style="width: 100%; height: 25px;" type="text"/>
Eircode/Postcode:	<input style="width: 100%; height: 25px;" type="text"/>

Section 2 – Additional Information

Name Of Organisation:

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:

Date: / /

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.

Appendix 4 - Student Deemed Suitable for Placement, Outreach or Volunteer activity.

Dear Sir/Madam,

Garda Vetting

Name:

Student No:

Course:

In line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and NUI Galway's own Garda Vetting Policy, registered students wishing to undertake relevant work (as defined by the Acts) on specific programmes, or as part of outreach or volunteer activities, are required to complete a Garda Vetting process.

Relevant Work is defined as any work or activities, carried out by a person, a necessary and regular part of which consists mainly of the person having access to or contact with children or vulnerable persons.

We can confirm that this student has been subject to NUI Galway's Garda Vetting Process and has been deemed suitable for placement, outreach or volunteer activities.

Yours Sincerely,

Programme Director/Head of School/Volunteer Coordinator

Date:

Appendix 5 - Student Declaration Permitting Garda Vetting Disclosures to be Shared with Relevant Placement Agency

I, the undersigned, hereby authorise all convictions disclosed from the Garda Vetting process to be made available to the appropriate personnel in my work placement.

Name	
Student ID	
Course	

Signed: _____

Dated: _____