



diocese
of limerick
our catholic community

Diocese of Limerick

Safeguarding Children

**Procedures for
Garda Vetting**

Date: 12th December 2019

Diocese of Limerick Vetting Policy and Procedure

Summary of key Elements

It is a criminal offence to allow anyone to engage in ministry with children or vulnerable persons, without being vetted.

The law states that vetting is required for any:

- work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (and/or vulnerable persons).
- Any work or activity as a minister or priest or any other person engaged in the advancement of religious beliefs, to children (and vulnerable persons) unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children (or vulnerable persons).

Therefore, anyone who is 18 or over and involved in ministry, employed/contracted or volunteering who has any contact with children and/or vulnerable persons which is more than incidental must be vetted. Those who are aged 16 years and under 18 years may be vetted, but this can only be carried out with the written consent of their parent/guardian and the young person themselves.

For other Church personnel whose contact with children and/or vulnerable persons is incidental, vetting is not required.

Deciding Who Needs to be vetted

The person appointing, contracting or permitting a person to be involved in Diocesan/Parish activity is responsible for ensuring that vetting takes place.

Example:

Eucharistic Ministers who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations do not need to be vetted.

However, Eucharistic Ministers who bring the Eucharist to homes, hospitals, care homes and other institutions where there are children and/or vulnerable persons present do need to be vetted.

Re-Vetting -The Dioceses of Limerick has a **3 Year Re-Vetting Policy** or more frequently if considered appropriate for the particular role.

Diocesan Vetting Service to Primary Schools

The Diocese of Limerick provides a vetting service for primary schools specifically for the vetting of non-teaching staff employed by the Board of Management of schools or engaged as volunteers by the Board of Management; see details on page 32.

Process for Person Resident in Ireland

- A copy of the e-Vetting Invitation Form (NVB 1) and Guidelines is available from the Diocesan Vetting Service 061 350000, to download www.limerickdiocese.org or email vetting@ldo.ie.
- The Applicant completes Sections 1 and 2. (Please ensure that the Form is completed fully and clearly).
- Section 3 to be completed by the Parish/Organisation's Contact Person i.e. person in charge of the Parish/Organisation.
- The Parish/Organisation's Contact Person must validate the identity of the applicant (**photographic proof of identification** and **proof of current address** original documents to be presented). In respect of Parish/Organisation copies to be attached to the e-Vetting Invitation Form (NVB1). In respect of schools copies to be retained by the school*Please see below Proof of Identity.

The completed e-Vetting Invitation Form (NVB 1) should then be posted to the Vetting Service at the Limerick Diocesan Centre, St. Munchins, Corbally, Limerick.

- Once the Vetting Invitation Form (NVB 1) has been processed the Applicant will receive an email directly from the National Vetting Bureau (NVB) which will give him/her access to their on-line Vetting Application Form (NVB 2).
- The Form (NVB 2) must be completed on-line within 30 days or the link will become inactive.
- Once Application Form (NVB2) is processed, the National Vetting Bureau will send a Disclosure to the Diocesan Liaison Person. In respect of Parish/Organisation the Disclosure is retained by the Diocese and the outcome is communicated in writing to the Parish/Organisation Contact Person. In respect of schools the Disclosure is forwarded to the school.
- No person should be engaged until correspondence is received from the Diocesan Office.

Proof of Identity

At least two forms of identification must be produced to validate the identity of the applicant when completing the e-Vetting Invitation Form (NVB 1)

- Photographic ID i.e. current passport or new format drivers licence
- Proof of Current Address i.e. original utility bill or bank statement (issued within the last six months)

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3.

Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above as per Section 3, please see Proof of Identity Check List (Appendix 5). Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice.

Process for Person Resident Abroad – Clergy/Priest

- See Diocesan Policy for the relevant process

Diocese of Limerick Vetting Policy and Procedure

This section outlines who should be vetted and the procedures that apply in the Diocese of Limerick

Legislative Basis

Vetting is carried out through the National Vetting Bureau under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

From the date of commencement of the legislation in April 2016, it is a criminal offence to allow anyone to engage in ministry with children or vulnerable persons, without being vetted.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 sets out the circumstances in which vetting is required:

Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children (and/or vulnerable persons).

Any work or activity as a minister or priest or any other person engaged in the advancement of religious beliefs, to children (and vulnerable persons) unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children (or vulnerable persons).

In other words, anyone who is 18 or over and involved in ministry, employed/contracted or volunteering who has any contact with children and/or vulnerable persons which is more than incidental must be vetted. Those who are aged 16 years and under 18 years may be vetted, but this can only be carried out with the written consent of their parent/guardian and the young person themselves.

For other Church personnel whose contact with children and/or vulnerable persons is incidental, vetting is not required.

For the Purposes of the Vetting Legislation

“child” means a person under the age of 18 years

The current definition of a vulnerable adult within the Republic of Ireland is taken from “The National Vetting Bureau (Children and Vulnerable Persons) Act 2012” which states:

“vulnerable person” means a person, other than a child, who:-

- a. is suffering from a disorder of the mind, whether as a result of mental illness or dementia;
- b. has an intellectual disability;
- c. is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d. has a physical disability, which is of such a nature or degree;
 - i. as to restrict the capacity of the person to guard himself or herself against harm by another person, or
 - ii. that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Deciding Who Needs to be Vetted

The person appointing, contracting or permitting a person to be involved in Diocesan/Parish activity is responsible for ensuring that vetting takes place. The key issue is to focus on what the person will be doing, for example:

Eucharistic Ministers who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations do not need to be vetted.

However, Eucharistic Ministers who bring the Eucharist to homes, hospitals, care homes and other institutions where there are children and/or vulnerable persons present do need to be vetted.

Examples of Roles that typically will require Vetting:

- Clergy (Bishops, Priests, Deacons), Chaplains;
- Sacristans, Parish Secretaries and Diocesan Staff;
- Youth Group Leaders such as those responsible for youth choirs, parish run youth clubs, Pope John Paul II Award leaders, youth liturgy groups, etc.;
- Supervisors of Altar Servers;
- Leaders of Communion Programme: “Do This in Memory of Me”;
- Leaders of Confirmation Programme: “You shall be my witnesses”;
- Those whose ministry, work, activity, includes the coaching, mentoring, counselling, teaching or training of children and/or vulnerable persons;
- All other roles that bring a person into contact, which is more than incidental, with children and/or vulnerable persons through his/her ministry, work or activity.

Vetting is not required for Church personnel whose contact with children and/or vulnerable persons in unregulated activity is ‘merely Incidental’

Examples of Roles that typically may Not Require Vetting

- Collectors, Car park attendants, gardeners, cleaners etc.:
- Those present in the Sacristy who don’t have an official role with children and/or vulnerable persons. (Note: However, these persons should never be left alone with children and/or vulnerable persons);
- Readers of the Word.

Diocesan Vetting Service to Primary Schools

Vetting for Primary Teachers is provided through the Teaching Council.

The Diocese of Limerick provides a vetting service for primary schools that operate under the patronage of the Bishop of Limerick. This service is specifically for the vetting of non-teaching staff employed by the Board of Management of schools or engaged as volunteers by the Board or Management. Examples of such staff are:

Special Needs Assistants, Secretaries, Cleaners, Caretakers, School Volunteers. Chairpersons of the Board of Management must also to be vetted by the Diocesan Vetting Service.

The decision on who is required to be vetted lies with each school Board of Management, and each school should familiarise itself with the Department of Education and Skills circulars and guidance.

Persons must be subject to vetting if they have or are expected to have access to, or contact with children and/or vulnerable persons. As each school/Board of Management is an individual employer, it must satisfy the vetting requirements i.e. each school must obtain a vetting disclosure before employing a person or permitting the applicant on school premises where they may have access to or contact with children or vulnerable persons.

The Diocese cannot provide a vetting facility for persons providing services to the school who are not employed by or engaged by the Board of Management of the school. Therefore, the Diocese suggests the following:

- **Volunteers who are coming from other Organisations** - for example the GAA, vetting will normally be undertaken by that organisation who will confirm in writing to the school that it has been undertaken in accordance with current Garda vetting requirements and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children and/or vulnerable adults.
- **Any External Contractor** - for example photographer etc. providing a service he/she must ensure and confirm, in writing, to the school that they been vetted, and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children and/or vulnerable adults.
- **Students (post-primary or third level)** - coming on any type of school placement/work experience to a primary school. It is the responsibility of the placing organisation to obtain vetting and confirm same, in writing, to the school, and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children and/or vulnerable adults.
- **All those using the school facilities in their own right After School Hours** - must obtain vetting other than through the Diocese of Limerick. The relevant organisation must provide written confirmation to the school that the operator has been vetted in accordance with current Garda Vetting requirements and the vetting does not contain any disclosure/specified information which would render the staff/volunteer(s) unsuitable to carry out relevant work/activities with children and/or vulnerable adults.

Staff employed before April 2016 who have not been vetted must be vetted by December 2017. Teaching staff that fall into this category shall be vetted by the Teaching Council.

The provisions in relation to re-vetting have not as yet been commenced and therefore it is a matter for each organisation to decide on its policy regarding re-vetting.

The Diocese of Limerick now uses the online system of Garda Vetting.

The following sets out the steps involved in completing the Vetting Invitation Form (NVB1) which can be found at [Appendix 5](#) on the Diocesan Safeguarding Website

<http://www.limerickdiocesessafeguarding.com>

- The applicant completes Section 1 and Section 2 and provides **photographic proof of identification** and **proof of current address**
- The Chairperson of the Board of Management or Principal (i.e. Contact Person) completes Section 3.
- Please note that in order for the Diocese to process the invitation, the Chairperson or Principal must validate the identity of the applicant (**photographic proof of identification** and **proof of current address** to be presented and copies to be sent to the Vetting Service with the **NVB 1** and also kept on file by the school). *Please see below Proof of Identity.
- The completed Vetting Invitation Form (NVB 1) should be posted to the Vetting Service at the Limerick Diocesan Centre, St. Munchins, Corbally, Limerick for processing.
- The applicant will receive an email directly from the National Vetting Bureau (NVB) to the email address provided on the NVB 1, which will give him/her access to their on-line Vetting Application Form (NVB 2)
- The Form (NVB 2) must be **completed on-line within 30 day** or the link will become inactive.
- Once Application Form (NVB2) is processed, the National Vetting Bureau will send a Disclosure to the Diocesan Liaison Person who will forward the Disclosure to the school Contact Person.
- Please note that **no applicant can commence the role/position** until this Disclosure is returned to the school Contact Person

Note: The Liaison Person can only respond to communication from the school contact person under the current **Data Protection Legislation**

General queries in relation to vetting - should be directed to St Senan's Education Office
Tel: 061-347777 or the CPSMA Tel: 1850 407 200

Note: The Diocesan Appeals process does not apply to Primary Schools, who need to have their own appeals arrangements.

* **Proof of Identity**

An applicant must provide photo ID and proof of current address

At least two forms of identification must be produced:

- **Photographic Identification i.e. current passport or new format drivers licence**
- **Proof of Current Address i.e. original P60 or P45, utility bill (issued within the last six months) or bank/building society/credit union statement**

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3 of the NVB 1 Form.

Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above as per Section 3.

Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice.

How the Diocesan Vetting Process Operates

Applications for Garda Vetting are now submitted electronically in a process known as **e-Vetting**. The National Vetting Bureau (NVB) is no longer accepting paper applications.

Please find below the relevant forms, downloads and an outline of how the e-Vetting process works. For all related queries please contact: The Diocesan Vetting Service **Tel: 061 350000**
Email: vetting@ldo.ie

The Process for Persons Resident in Ireland

- A copy of the e-Vetting Invitation Form (NVB 1) and Guidelines is available from the Diocesan Vetting Service 061 350000, to download www.limerickdiocese.org or email vetting@ldo.ie.
- The Applicant completes Sections 1 and 2. (Please ensure that the Form is completed fully and clearly).
- Section 3 to be completed by the Parish/Organisation's Contact Person i.e. person in charge of the Parish/Organisation.
- The Parish/Organisation's Contact Person must validate the identity of the applicant (**photographic proof of identification** and **proof of current address** original documents to be presented) and copies to be attached to the e-Vetting Invitation Form (NVB1). *Please see below Proof of Identity.
- The completed e-Vetting Invitation Form (NVB 1) should then be posted to the Vetting Service at the Limerick Diocesan Centre, St. Munchins, Corbally, Limerick.
- Once the Vetting Invitation Form (NVB 1) has been processed the Applicant will receive an email directly from the National Vetting Bureau (NVB) which will give him/her access to their on-line Vetting Application Form (NVB 2).
- The Form (NVB 2) must be **completed on-line within 30 day** or the link will become inactive.
- Once Application Form (NVB2) is processed, the National Vetting Bureau will send a Disclosure to the Diocesan Liaison Person The Disclosure is retained by the Diocese and the outcome is communicated in writing to the Parish/ Organisation Contact Person
- No person should be engaged until correspondence is received from the Diocesan Office.

The Process for Persons Coming from Abroad

- Vetting or equivalent police clearance is required of religious/clergy involved in ministry, in respect of periods of six months or more resident abroad.
- A copy of the e-Vetting Invitation Form (NVB 1) and Guidelines is provided to the Applicant by the Bishop/Superior of the Religious Congregation.
- The Applicant completes Sections 1 and 2. (Please ensure that the Form is completed fully and clearly).
- Section 3 is to be completed by the Bishop/Superior of the Religious Congregation
- The Applicants presents **photographic proof of identification** and **proof of current address** (original documents to be presented) for verification by the Bishop/Superior of the Religious Congregation. Copies of all identification documentation to be attached to the e-Vetting Invitation Form (NVB1) * Please see below Proof of Identity.
- The completed e-Vetting Invitation Form (NVB 1) should then be posted to the Vetting Service at the Limerick Diocesan Centre, St. Munchins, Corbally, Limerick.

- Once the application has been processed the Applicant will receive an email directly from the National Vetting Bureau (NVB) which will give him/her access to their on-line Vetting Application Form (NVB 2).
- The Form (NVB 2) must be completed on-line within 30 day or the link will become inactive.
- Once Application Form (NVB2) is processed, the National Vetting Bureau will send a Disclosure to the Diocesan Liaison Person who will communicate, in writing, the outcome to the Parish/ Organisation Contact Person
- The Diocesan Liaison Person will communicate the vetting outcome, in writing to the Bishop/Superior of the Religious Congregation

* **Proof of Identity**

A vetting applicant must provide photo ID and proof of current address

At least two forms of identification must be produced by the applicant when completing the e-Vetting Invitation Form (NVB 1)

- **Photographic ID - i.e. current passport or new format drivers licence**
- **Proof of Current Address i.e. original utility bill or bank statement (issued within the last six months)**

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3 of the NVB 1 Form.

Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above as per Section 3, please see Proof of Identity Check List (Appendix 5).

Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice.

E-mail

The applicant must provide a valid email address. If the applicant does not have their own email address they can provide an email that their form may be sent to. This can be the email of a friend or family member or one can be provided for the applicant by the Parish/Organisation requesting the vetting. If the applicant does not have access to an electronic device one should be provided for the applicant by the Parish/Organisation requesting the vetting to enable them complete the online NVB2 Form.

Role Being Vetted for

Please provide a full description of the role being applied for on the e-Vetting Invitation Form (NVB 1). It is not sufficient to state 'volunteer'. The role must be specified, such as, 'Leader of Children's Choir'. If the applicant carries out multiple roles he/she should state, the one that involves most contact with children or vulnerable persons.

Minors

The legislation is directed at applicants aged 18 years or over at date of signing the form. Applications can be made for those aged 16 and 17 years of age. The decision to vet 16 and 17 year olds is a policy decision for the Parish/Organisation in question and this is not a legal requirement. Where an application is being made for a 16-17-year-old, the consent of the parent/guardian must also be obtained and Consent Form (NVB3) must be completed in addition to the NVB1.

Parent and Guardian Consent

The email address and telephone number of the parent/guardian (not the young person) must be provided when the applicant is completing NVB1. Form NVB3 is completed by the parent/guardian. Proof of identity and current address must be obtained for the parent/guardian and the young person.

Re-Vetting

The Dioceses of Limerick has a **3 Year Re-Vetting Policy** or more frequently if considered appropriate for the particular role.

Retrospective Vetting

Section 21 of the Act, which commenced in April 2016, concerns retrospective vetting of employees, volunteers and others who have never previously been vetted and who are already (i.e. prior to April 2016) employed, contracted, permitted or placed by the Church to undertake relevant work or activities with children or vulnerable persons. Church Authorities are required to ensure that applications for statutory vetting have been made in respect of all such persons before 31 December 2017.

Visiting Priests & Clergy

Visiting priests and clergy can apply for vetting in advance

Vetting is required in both jurisdictions where a member of the Church ministers across Northern Ireland and the Republic of Ireland.

E-Vetting Invitation Form (NVB 1) and Guidelines are available from the Diocesan Vetting Service 061 350000, to download www.limerickdiocese.org or email vetting@ldo.ie and Appendix 5.

The Invitation Form (NVB1) that the applicant completes, gives permission for a vetting disclosure to be obtained and shared with the relevant personnel in the Parish/Organisation, in line with Data.

Please Note the On-line Vetting Application Form (NVB 2) is only issued to the Applicant. The Organisation (Diocese/Parish/School/Diocesan Agency) does not have access to this Form.

Parent/Guardian Consent Form (NVB 3) is required for applicants under 18 years of age where vetting is applicable

On Receipt of a Vetting Disclosure from the Vetting Bureau

The vetting Disclosure must be assessed by the employing/appointing person (parish priest, chair of board of management, etc.) to consider if any information disclosed might affect the engagement of the person. Personnel accessing vetting disclosures must also observe confidentiality.

If the vetting disclosure contains information that might mean an applicant may be unsuitable for the post, the “employer/appointing person” must make a copy of the disclosure available to the applicant to establish first that the identity details are correct, and second, whether the information shared means that the application must not precede

Two types of information may be disclosed:

1. Criminal record information
2. Specified information, for example information provided by Tusla or the H.S.E. to An Garda Síochána

The “employer/appointing person” will:

- assess the information returned from the National Vetting Bureau
- decide if there is any reason not to employ, contract or engage the applicant, from a criminal information or specified information perspective
- Inform the applicant of the decision

If the applicant wishes to appeal the decision, the employer/appointing person must set up a review meeting (see Appeals).

In this instance the employer/appointing person for a Parish or Diocese may request support from the Safeguarding Service on how to proceed.

The schools process and appeals is a matter for the school authority.

Appeals

In respect of decisions based solely on the Vetting Disclosure

It must be noted that any appeal can only be made in relation to the decision not to employ, contract or engage the applicant on the grounds that they are not suitable to work with children and/or vulnerable persons, based solely on the vetting disclosure.

If the applicant wishes to appeal the decision, they should be informed in writing about the process of an appeal.

An Appeals Committee has been established by the Diocese to hear appeals; the final decision regarding the appeal rests with this Appeals Committee. Note: This only applies to Diocesan positions and not to Schools.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 states that the information contained in the vetting disclosure made to the organisation shall not be used other than in accordance with the Act. Any breach of this requirement is an offence.

An applicant will be told that the appeal process will require that information disclosed to the National Vetting Bureau can be shared with the panel members, and that any representations made by him/her may be shared with the statutory authorities. Any detail provided, for example to explain the background to a conviction, may be shared with the National Vetting Bureau to ensure it is a realistic representation of the facts.

Representation from the applicant will be requested in writing to offer them the opportunity to explain any circumstances in relation to the information received that might further inform the appeals panel. The panel will arrange an oral hearing if the applicant wishes.

The role of the appeals panel is to decide if the original decision was reasonable or unreasonable, and to confirm or overturn the decision.

Role of Appeals Panel

- To receive and hear requests for review of decisions not to appoint on the basis of information received through the vetting process;
- To review any oral or written information provided by the applicant and relevant Church personnel, if deemed appropriate;
- To make a judgement regarding whether the decision not to employ/appoint was reasonable and to consider if:
 - The decision to refuse was based on a potential risk to children and/or vulnerable persons
 - The relevance of the specific role was taken into consideration?
 - Make the final decision regarding the appeal.

Time Frame

- An appeal must be lodged with the “employer/appointing person” within twenty-eight days of being informed of the decision not to appoint. The applicant will be asked to provide written representation within fourteen days of receipt of correspondence requesting this. Failure to provide this information within the time frame suggested, or failure to seek an extension, will result in the matter being closed and the original decision standing.
- The appeals panel will aim to review all information within fourteen days of receipt of same, make its decision and communicate its decision to the applicant.

Diocesan Vetting Service - Terms of Reference

- Executive responsibility is held by the Director of Safeguarding
- The Vetting Committee is advisory in relation to policy, procedures, organisation and approach.
- A Consultative Group is brought together as required to advise on policy issues.
- The role of the Vetting Appeals Committee is as outlined above
- In the event that any member has any conflict of interest, this should be declared in advance of any meeting to the Director of Safeguarding and that member may be required to absent themselves from part of the meeting
- The composition of the Vetting Committee is as follows:

Vetting Committee

Mr. John Murphy *Chairperson*
Mr. Ger Crowley, Director of Safeguarding
Liaison Persons

Vetting Consultative Group

Mr. John Murphy *Chairperson*
Mr. Ger Crowley Director of Safeguarding
Liaison Person
Fr Michael Cussen *Parish Priest*
Ms. Patricia O'Rourke *Parish Representative*
Mr. Derek Heverin *Parish Representative*
Any other person who may, from time to time, be appointed by the Bishop

Vetting Appeals Committee

Very Rev Donough, Canon O'Malley *Chancellor*

Mr. Terry Boyle, *Parish Support Worker*

Ms. Winnie Davern, *Administrator*

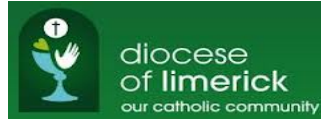
Any other person who may, from time to time, be appointed by the Bishop

The Diocesan Complaints Officer may also make a proposal in relation to any resolution or other appropriate actions, for example, an apology. The Diocesan Complaints Officer may also issue a recommendation in relation to any relevant change in practice. Note: The Diocesan Complaints Officer may seek the assistance of personnel with expertise relevant to the nature of the complaint.

Appendix 5

Garda Vetting Forms

NVB 1_{and} NVB 3



Guidelines for Completing Vetting Invitation Form (NVB 1)

THE DIOCESE DOES NOT PROVIDE A VETTING SERVICE TO PRIMARY SCHOOLS FOR THE FOLLOWING:

- Volunteers coming from other Organisations e.g. GAA;
- External Contractors Providing a Service;
- Post-primary or Third Level Work Experience/Placements;
- All those using school facilities, in their own right, after school hours.

General:

- The Applicant is required to complete Section 1 and 2
- The Contact Person for the Parish/School is required to complete Section 3
- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clearly legible.
- Photocopies of this form **will not** be accepted.
- All applicants will be required to provide documents to validate their identity and current address as outlined in Section 3.
- If the applicant is under 18 years of age, the Parent\Guardian Consent Form NVB 3 must be completed and returned with NVB1
- Vetting Liaison Person (for the purposes of Section 2) is the Vetting Administrator in the Diocese

Personal Details:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, **allow one digit per box**.
- Please fill in your Email Address accurately, allowing one character/symbol/number per box. The invitation to the e-vetting website will be sent to the email address you provide.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

Role Being Vetted For:

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

Declaration of Applicant:

Applicants must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note Electronic Signature not accepted.

Identification Documents:

Applicants are required to provide original documents to validate their identity and proof of current address.

- To validate photographic identity, applicants should provide their **passport** or a **new format drivers’ licence**.
- To validate proof of current address, applicants should provide an original **utility bill or bank statement** issued within the last six months.

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

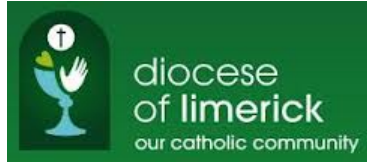
On-line Form NVB2:

The applicant will receive an invitation from the Garda Vetting Bureau, to the e-vetting website, at the email address they provided. This provides access to the on-line NVB2 Form. This form must be completed within 30 days of receipt, after which it will then become inactive. The following information is required to complete NVB2 and **must** be to hand:

- Valid Passport Number
- Mothers maiden name

Postcodes for Northern Ireland addresses are mandatory

Diocese of Limerick
 Vetting Service
 Diocesan Centre
 St. Munchins
 Corbally
 Limerick



Please tick if you have been previously vetted by the Diocese of Limerick

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For Office Use Only		
Date Returned		
Date Received Back		
Ref No: DOL001-		
Date of Disclosure Received from NVB		
Date of Parish Letter /School Email		
Date of Read Receipt email received from School		

Form NVB1 Vetting Invitation

BLUE BALLPOINT PEN TO BE USED

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:	/ /
Email Address:	
Contact Number:	
Role Being Vetted For:	

Current Address:

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

Section 2 – Additional Information (Please tick box in respect of each Statement)

Organisation/Parish

I have been informed of the process involved in the making of this application. I consent to the making of this application, the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person, and to the sharing of the disclosed information with the Parish/Diocese or School Contact Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. PLEASE TICK BOX

I have provided documentation to validate my identity and proof of current address, as outlined in Section 3, copies to be supplied to the Vetting Liaison Person (and kept on file at the School) PLEASE TICK BOX

Applicant's Signature

Electronic Signature not accepted

Date: / /

Section 3 – Organisation Information

Name of Parish/School requesting vetting.		Roll No.	
Contact Person (signature below)		Contact No.	
Address of Organisation.			
Email.			

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

Photographic Identification / Proof of Address Documents

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. **Only the documents listed below can be accepted**

Copies of these documents must be forwarded by Schools to the Vetting Office and should also be held on file

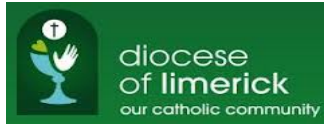
Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
Forms of Photographic Identification –One, or more as outlined below must be provided			
Irish Driving license or learner permit (credit card format)		80	
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate (One form of Photographic ID must also be provided with birth certificate)		50	100
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
Membership card from an Educational Institution		25	
Current National Age card issued by An Garda Síochána		25	
Forms of Proof of Current Address – One as outlined below must be provided			
Letter from employer(within last six months) confirming name and address		35	
P60, p45 or Pay-slip (within the last year, with name and home address)		35	
Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable)		35	
Bank/Building Society/Credit Union Statement (Issued with the last six months)		35	
Current written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.		100	100
Combined Minimum Score Required =100	Total		

One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation.

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that **I have validated the identity and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

Contact Person Signature
Electronic Signature not accepted

Date: / /



Guidelines for Completing Parent/Guardian Consent for Over 16 years and Under 18 years Complete Invitation Form NVB 1 as Follows

Areas highlighted in blue must be completed by the Parent/Guardian)

Personal Information:

The over 16 years and under 18 year-old Applicant should complete the following:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

The Parent/Guardian should complete the following:

- **Email Address** accurately, allowing one character/symbol/number per box. The invitation to the e-vetting website will be sent to the email address you provide.
- **Contact Number**, allowing one character/symbol/number per box
- Please allow one digit per box for your contact number.

Role Being Vetted For:

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

Declaration of Applicant:

Applicants must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note Electronic Signature not accepted.

Identification Documents:

Applicants are required to provide original documents to validate their identity and proof of current address.

The over 16 years and under 18 year-old Applicant should provide the following:

- One of the forms of ID outlined in Section 3 under Points for Vetting Applicant Under 18 Years

The Parent/Guardian should provide the following:

- To validate photographic identity, applicants should provide their passport or a new format drivers' licence.
- To validate proof of current address, applicants should provide an original utility bill or bank statement issued within the last six months

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3 Points for Vetting Applicant Over 18 Years.

Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

Parent/Guardian to Complete Consent Form NVB3 as Follows (Areas highlighted in blue must be completed by the Parent/Guardian)

This Form should be completed by the Parent/Guardian in its entirety. Ensure that consent box is ticked and that the form is signed and dated.

On-line Form NVB2 (to be completed by the over 16 years and under 18 years Applicant)

The Parent/Guardian will receive a link to the e-vetting website from the Garda Vetting Bureau.

This provides access to the on-line NVB2 Form. This form must be completed by the applicant within 30 days of receipt after which it will become inactive. The following information is required to complete NVB2 and **must** be hand:

- Valid Passport Number
- Mothers maiden name

Postcodes for Northern Ireland addresses are mandatory

Section 3 – Organisation Information

Name of Parish/School requesting vetting.		Roll No.	
Contact Person (signature below)		Contact No.	
Address of Organisation.			
Email.			

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

Photographic Identification / Proof of Address Documents

Please note original form of Photographic ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant. **Only the documents listed below can be accepted**

Copies of these documents must be forwarded by Schools to the Vetting Office and should also be held on file

Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
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Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable)		35	
Bank/Building Society/Credit Union Statement (Issued with the last six months)		35	
Current written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.		100	100
Combined Minimum Score Required =100	Total		

One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that **I have validated the identity and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2018 and GDPR.

Contact Person Signature

Electronic Signature not accepted

Date: / /

