

E-vetting – a summary

A new online tool released by the National Vetting Bureau in conjunction with the commencement of the legislation known as e-vetting.

Benefits of e-vetting

- Speed up vetting process
- Accuracy of data
- Automated validation
- Metrics and flagging of re-vetting dates
- Traceability – easy online tracking system



E-vetting process (in brief)

- 1) The Affiliate shall invite the vetting subject to complete an Inviter Form in hard copy format, detailing the following information:
 - Name
 - Contact Number
 - DOB
 - Current Address
 - Email Address
 - Role / Position applied for
- 2) The Affiliate will validate the identity of the vetting subject and information provided, evidenced by photo ID & proof of current address, copy of which should be retained on file by the affiliate. Note: This is now a legal requirement.
- 3) The Affiliate shall complete an Inviter form (detailing the 6 pieces of information listed in No. 1 above) and send via email to the Liaison Person.
- 4) Liaison Person will create an e-vetting invitation using the required data and issue an invitation directly to the vetting subject via an email link.
- 5) An electronic invitation via a secure email link will be issued to the vetting subject. The link will remain active for 30 days only. The Affiliate will also be notified that the invitation has been issued.
- 6) The vetting subject will be required to complete in full, an online application for disclosure, including all personal addresses from birth to present and list any criminal records or convictions. Note: mandatory fields must be completed and may not be left blank.
- 7) Once completed, e-signed and submitted, a notification email will be sent to the Liaison Person, who will review the submitted application online, validate and once approved, submit to National Vetting Bureau for vetting.
- 8) Once vetting procedure is completed – NVB will issue a notification email with a link to download the disclosure documents, to the Liaison Person.
- 9) Disclosure documents will be downloaded in pdf format by the Liaison Person and sent by email to the Vetting Contact Person at the Affiliate.
- 10) The Vetting Contact Person should review the disclosure and will be responsible for assessing the suitability of the Vetting Subject for the role.
- 11) Status of the Garda Vetting applications may be tracked by the Liaison Person at all stages of the vetting process.

Checklist for volunteers / staff for Garda e-vetting

This checklist outlines the 5 key steps in the Garda e-vetting process, and includes all information required for each step. Please review and ensure you have the necessary information to hand in order to complete each step. Note – if you do not have all the information to hand, this will delay the process and starting in the position you applied for.

<p>Step 1 Inviter Form</p>	<p>Complete a hard copy inviter form with the following six details:</p> <ul style="list-style-type: none"> <input type="radio"/> Full Name <input type="radio"/> Date of Birth <input type="radio"/> Email Address <input type="radio"/> Contact Number <input type="radio"/> Current Address <input type="radio"/> Name of the role / position you have applied for <p>Sign and date this form and return it to the Vetting Contact Person at the organisation where you are applying. Remember to tick the box, that you understand the statement at the bottom of the form</p>
<p>Step 2 Verify Identity</p>	<p>Bring the following proof of ID to the organisation as required:</p> <ol style="list-style-type: none"> 1) Photo ID e.g. Driving License, Passport, Public Services Card or National ID card 2) Proof of current address e.g. a recent utility bill – gas, phone, electric or a bank / building society statement
<p>Step 3 Email Invitation</p>	<p>You will receive an email (to the email address you provided in Step 1 inviting you to complete an online e-vetting form. Note, this must be completed within 30 days, or the link will become inactive.</p>
<p>Step 4 Online E-Vetting Application</p>	<p>To complete the online e-vetting form, you need the following details:</p> <ul style="list-style-type: none"> <input type="radio"/> Full name <input type="radio"/> Previous name/s (i.e. maiden name) <input type="radio"/> Gender <input type="radio"/> Date of Birth <input type="radio"/> Place and country of birth <input type="radio"/> Mother's maiden name <input type="radio"/> Passport number (not compulsory) <input type="radio"/> Contact telephone number <input type="radio"/> Name of position / role you are applying for <input type="radio"/> Current address <input type="radio"/> List of all addresses from birth to present day where you have lived and corresponding years e.g. 1970 – 2016 and each address where you lived. (Note there should be no gaps in years. If you do not remember the street number where you lived it is ok to provide the name of the street only) <input type="radio"/> Details of any criminal records, including name of court, outcome, cases pending cases and any appeals <p>Submit the form for sign-off and submission to the National Vetting Bureau</p>
<p>Step 5 Disclosure</p>	<p>The National Vetting Bureau will issue a disclosure for each application received. The disclosure will either detail all / any convictions found (and their nature) or no convictions found.</p> <p>The Vetting Contact Person at the organisation you have applied to (work or volunteer) will receive a copy of this disclosure and will review your suitability for the role in line with their organisations current policy and will contact you once your suitability has been reviewed.</p>