GARDA VETTING PROCESS

Print off the relevant & most recent AFL/GV (Application Form for Leaders – Garda Vetting) from the PCI website: www.presbyterianireland.org/takingcare

The applicant completes **all** of Page 1 using BLOCK CAPITALS - including the email address.
(Signatures **must** be hand-written)

If applicant is aged **16** or **17**, their Parent/Guardian must complete Consent Form (NVB 3) and attach it to the AFL/GV *(see notes below)*

Writing must be clear and legible.
Distinguish between numbers & letters in the **email address**.
Often, it is impossible to tell the difference between the letter **l** and the number **1** or letter **O** and number **0** when written down.
Please note: **We are charged a fee** *for every link created - whether to the correct email address or not*

The applicant then takes their completed form to the Designated Person, Minister or other recommended person, together with underlined original documents (not copies) to prove their identity. The ID score on the *Verify Identity* page must total at least 100 points.
Please note: ➡ At least one ID must be photographic
➡ Their **current** address needs to be on one of the documents

Once ID has been validated and the rest of the form completed - it is then posted or emailed, **along with photocopies of ID**, to the Taking Care Office.

After we (Taking Care) have sent off the applicant's details, they will receive an email from evetting.donotreply@garda.ie requesting that they complete the E-vetting application form online.
(The email will contain a link to the online form, along with a tracking number)

Once the email has been sent, the applicant has **30 days** to complete the online form. If it is not completed within 30 days, **the link expires** and the process will need to begin again, so make them aware of this and to check their 'Junk/Spam Email' box.

Applicant completes & submits the online application form

After submitting the online form, another email from NVB (National Vetting Bureau) will go to the applicant, containing their application I.D. reference and confirming that they have received the application. A final email will be sent once the vet has been completed. The Taking Care office will then issue a letter to confirm the outcome of the vetting check

<u>Guidelines for completing Garda Vetting Application Form</u>

<u>Please read the following information before completing the form</u>

<u>Role Being Vetted For</u>

- The role being applied for must be **clearly stated**.
- Generic terms such as *"Volunteer"* <u>will not suffice</u>.

<u>Miscellaneous</u>

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be *clear and legible;* Distinguish between numbers & letters in email addresses e.g. 1, I, L can all look like l when written down - please make it clear what you mean - PCI are charged a fee when errors are made.

- Signatures *must* be hand-written.

- When completing the **online application** – if you have any addresses to add that are not in ROI, it is **essential** that <u>Postcodes</u> *and* <u>Name of Country</u> are provided. Otherwise, the application will be <u>rejected</u> by the NVB.

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

- <u>If the applicant is under 18 years of age</u>, a completed NVB 3 - Parent\Guardian Consent Form will be required.

- When the applicant is under 18, the electronic correspondence <u>will issue to the Parent/Guardian</u>. This being the case, the applicant must provide *their Parent/Guardian Email address* on the application form.

<u>Personal Details</u>

- Insert details for each field, allowing <u>one block letter per box</u>.

- For Date of Birth field, allow <u>one digit per box</u>.

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

- Please allow <u>one digit per box</u> 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. <u>No abbreviations.</u>

<u>Declaration of Application</u>

The applicant must confirm their understanding and acceptance of the two statements by:
- **signing** the application form <u>at the bottom of Page 1</u>
- *and* by **ticking the box** *'Please Tick'* also on Page 1