eVetting Invitation Help content

User Guide
Content

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How to access the web site

You will receive a personal email containing a secure link to the email address you provided. The link is shown in the example on the left.

- This is the only method provided to access the web site in order to complete your on-line vetting application form.

- It is also possible to check the progress of your application online. Access to this service is only available via the link in your email. We recommend that you retain this email until your vetting request has been completed.
BEFORE YOU START!
You need the following to complete this online form. The form **MUST** be completed in a single session, you cannot part save an application. You have 1 hour to complete each screen.

- Your full Name(s) and any other name you go by or have gone by in the past.

- ALL addresses you have lived at from birth including any addresses outside of Ireland.

- Details of any convictions or cases pending. Including convictions and cases pending outside of Ireland.

**How to Log On**
Enter your email address here. This is the email address you provided at the proof of identity check. Enter your date of birth here in this format DD/MM/YYYY

Press “Enter” to continue or “Reset” to clear the fields and start again!
How to Log On
Enter your email address here. This is the email address you provided at the proof of identity check.

Press “Enter” to continue or “Reset” to clear the fields and start again.

Enter your date of birth here in this format DD/MM/YYYY.
Shaded data fields are locked and cannot be altered. If the data is incorrect please contact your relevant organisation.

Your Date of Birth cannot be changed. Shaded data fields are locked and cannot be altered. If the data is incorrect please contact your relevant organisation.

Enter your mother’s maiden name as recorded on your Birth Certificate.

Name at Birth
Where name at birth is the same as your present name select yes and your details will populate the fields. If no please enter details in the fields provided.

Birth Details
- **Place of Birth** – the county/state of your residence on your date of birth.
- **Country** – Select your country of birth from the dropdown list.
- **Passport No.** – please enter your Passport No. (if any)

Select from the options available.
Are you known by, or have you ever been known by any other names. i.e. married name, maiden name, divorced, changed by deed poll, nickname or name you are commonly known as other than your given name. Enter these names here. When you enter an Alias, you must press “Add” Press “Clear” if you want to retype the Alias name.

“Delete” Allows’ you to completely remove an entry.
You **MUST** provide addresses from the year you were born. You have already provided your current address, which is listed below.

Now provide a complete address history. Ensure that all years from birth to present are included.

An overlap in years is permitted to allow for multiple addresses in one year.

For each address you must complete line 1 of the address field and the county/state field. If you are unable to complete line 1 in any instance, please enter in line 1, why you are unable to complete line 1 and also complete the county/state field.

You must press “Add” for each address to be recorded.

Enter postcode if applicable.

You can cancel your application at any time by clicking on the cancel button. You must outline the reason you are cancelling the application.
If any of your addresses are “No Fixed Abode” select “Yes” here.

You are still required to enter a location, County\State and Country for all No Fixed Abode addresses.

<table>
<thead>
<tr>
<th>Year From</th>
<th>Year To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990</td>
<td>2016</td>
</tr>
<tr>
<td>2015</td>
<td>2014</td>
</tr>
<tr>
<td>2013</td>
<td>2012</td>
</tr>
<tr>
<td>2011</td>
<td>2010</td>
</tr>
<tr>
<td>2009</td>
<td>2008</td>
</tr>
</tbody>
</table>
If you answer “No” you may proceed to the next screen by selecting “Next”.

If you answer “Yes” you must enter at least one entry in the criminal record section of the application.

Press “Add” to record each conviction or case pending declared.
Summary

Here you will see all of the data you have provided. You can edit and correct data by selecting “Previous” and going to the record you wish to correct.

If all records are correct and complete press “Finish” to submit the application.

To Print a copy for your records select “Print”.

<table>
<thead>
<tr>
<th>Name</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Monday, January 01, 1990</td>
</tr>
<tr>
<td>Place of Birth:</td>
<td>Dublin Ireland</td>
</tr>
<tr>
<td>Address(es):</td>
<td>1 Main Street</td>
</tr>
<tr>
<td>Criminal Record(s):</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Court Name</td>
</tr>
<tr>
<td>01/01/2000</td>
<td>Speeding</td>
</tr>
</tbody>
</table>
You can cancel an application at any stage of the process. Select “Cancel” and you will be asked to enter a reason.

Enter the reason why you wish to cancel. Select “OK”

This will send an email to the Registered Organisation informing them of the cancellation and close the application request.
You can track the progress of your application via the same web site. Click on the link in your email and go to “track applications”.

Enter your application ID and your date of birth here. The Application ID is quoted in your email.
Here's the fastest way to check the status of your electronic vetting application. No need to check with your registered/affiliate organisation. Our online results give you real-time, detailed progress of your vetting application.

Simply enter your application id and your date of birth to retrieve the latest status of your application.

The progress of your application will be displayed for your information.
Welcome to the National Vetting Bureau

The National Vetting Bureau (Children and Vulnerable Persons) Act, 2009 provides for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also criminalises relevant organisations who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to engage in relevant duties on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau which confirms that the person is fit to do so.

Garda vetting is conducted on behalf of registered organisations on a regular basis, and applications for vetting are made by registered organisations on a personal basis.

If you are seeking employment or intending to volunteer with an organisation where relevant duties are involved, you may be asked to make an application to be vetted.

You may make an application to be vetted in one of two ways:

- eVetting
- Paper application

If you wish to track your eVetting application:

Track application

To process your application “As Gaeilge” select the language option here.
Help and Frequently asked questions can be accessed here.
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who conducts vetting?</td>
</tr>
<tr>
<td>Is vetting conducted on an individual basis?</td>
</tr>
<tr>
<td>What is the procedure for making an application for a vetting disclosure?</td>
</tr>
<tr>
<td>What is the position with vetting persons under 18 years of age?</td>
</tr>
<tr>
<td>What information am I required to provide on a vetting application form?</td>
</tr>
<tr>
<td>Why are PPS numbers not required on application forms?</td>
</tr>
<tr>
<td>Why is the passport number required on the application form?</td>
</tr>
<tr>
<td>What is a Criminal Record?</td>
</tr>
<tr>
<td>If I have a case pending, should I indicate this on my vetting application?</td>
</tr>
<tr>
<td>What are the procedures for consideration by National Vetting Bureau of application for Vetting Disclosure?</td>
</tr>
<tr>
<td>Can information on me be disclosed to a potential employer without my knowledge or permission?</td>
</tr>
<tr>
<td>Will there be a fee for vetting?</td>
</tr>
<tr>
<td>What are the penalties for not complying with the Act?</td>
</tr>
<tr>
<td>If I withdraw my application, will the relevant organisation be informed?</td>
</tr>
</tbody>
</table>