

## **SUMMARY OF KEY CHANGES TO THE GARDA VETTING PROCESS**

### **For Parishes**

As from the 1<sup>st</sup> July 2025 the Garda Vetting Bureau introduced changes to Garda Vetting following inspections carried out and bringing the vetting in line with European Criminal Records Checks (ECRIS).

### **Changes.**

#### **EUROPEAN CRIMINAL RECORDS CHECKS (ECRIS).**

Going forward, applicants when completing the NVB1 online will be asked if their role includes contact with children and if yes, a further series of questions will be asked and then checks will be made to all EU states and United Kingdom. These checks for EU countries may delay the process by approx. 10 days and checks with UK allow for up to an additional 20 working days.

**These EU & UK checks are only conducted for persons whose role in your organisation involves relevant work or activities with children.**

To support these safeguarding enhancements, vetting subjects (for roles with children who previously lived in an EU member state or the UK) will now be required to provide **more detailed information**:

For relevant applications, the following fields have been added to support accurate identification and efficiency of processing:

- City/Town of Birth
- Mother's Forename and Maiden Name
- Father's Forename and Surname
- Issuing Country of Passport
- The address section has been updated to easily accommodate international addresses.

Vetting subjects will also be asked if they hold an ID document from a European or UK country of previous residence. **These new questions are automatically built into the application process for applicants to complete.**

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**IDENTIFICATION DOCUMENTS**

**Over 18's**

You need two Identification Documents (ID), one with current photograph and one with current address which matches address on the vetting form and must be dated within last six months. (If the person does not have the required ID please contact your vetting liaison person for further advice)

ID that will be accepted are

**Photo ID**

Passport from Country of Citizenship

Irish /EU/UK Driving licence or learner permit (new credit card format)

Irish Certificate of Naturalisation

National Identity Card (EU/EEA/Swiss Citizens)

**Proof of Address.**

Utility providers- Gas, electricity, oil, Television, broadband, waste & Tv licence all issued in last 6 months.

Credit Institution-Bank Statement from recognised bank (Not private money lenders or Revolut). Building society Statement. Credit Union statement, Credit Union Passbook.

Government Bodies-Correspondence from government departments.

local Authorities-Letter from local Council confirming residency.

**Under 18's**

**As per above**

If the under 18 does not have any of the above. Two documents must be submitted, one being a Birth certificate.

Birth Certificate

Passport from country of Citizenship

Written statement by a school Principal confirming attendance (on school letter head)

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**VETTING FORMS-NVB1, 2 and 3**

**The original vetting forms, Verification sheet, copies of ID are all to be sent to the Diocese by post;** we will no longer accept scan or email copies of any of the NVB forms or ID's.

No copies should be kept by the Parish

The vetting forms have been revised; the old versions are void and cannot be processed. The NBV1 form has four pages. \*The new forms are on the Diocesan Website.

Page 1-Guidelines for completing vetting forms.

Page 2- Vetting form.

Page 3-Parish information sheet required by the Diocesan office.

Page 4- Check list that is required to be completed by the person validating the Identity documents, i.e. Priest

**If any of the information is missing, it will be sent back to the Parish for completion. Please note this will delay the application.**

**NOTIFICATION OF COMPLETED VETTING.**

The Disclosure will no longer be sent to the parish but retained in the Diocesan Office with the vetting form.

A notification will be sent to the Parish of completed Nil disclosures.