

Garda Vetting Schedule 2023/24

Department of Nursing & Health Care

Programme	Date	Time	Location
Bachelor of Science (Honours) in General Nursing	Wednesday 13 th September 2023	9.30am	1402
Bachelor of Science (Honours) in Intellectual Disability Nursing	Wednesday 13 th September 2023	9.30am	1402
Bachelor of Science (Honours) in Mental Health Nursing	Wednesday 13 th September 2023	9.30am	1402

Department of Early Education & Social Studies

Programme	Date	Time	Location
Bachelor of Science (Honours) in Early Childhood Care, Health and Education	Wednesday 13 th September 2023	10.30am	1402
Higher Certificate in Science in Early Childhood Care, Health and Education	Wednesday 13 th September 2023	10.30am	1402
Bachelor of Science in Inclusive Practice for Special Needs Assistance	Wednesday 13 th September 2023	10.30am	1402
Bachelor of Science (Honours) in Health and Social Care	Wednesday 13 th September 2023	11.30pm	1402
Higher Certificate in Science in Health and Social Care	Wednesday 13 th September 2023	11.30pm	1402

Department of Life & Physical Sciences

Programme	Date	Time	Location
Higher Certificate in Science in Pharmacy Technician	Thursday 14 th September 2023	9.30am	1402
Higher Certificate in Science in Health Science with Dietetics Studies	Thursday 14 th September 2023	9.30am	1402
Higher Certificate in Science in Health Science with Occupational Therapy Studies	Thursday 14 th September 2023	9.30pm	1402
Higher Certificate in Science in Health Science with Physiotherapy Studies	Thursday 14 th September 2023	9.30am	1402
Higher Certificate in Science in Dental Nursing	Thursday 14 th September 2023	9.30am	1402

Department of Tourism & Sport

Programme	Date	Time	Location
Bachelor of Science (Honours) in Sports & Exercise (Common Entry)	Thursday, 14 September 2022	11:30am	1402
Bachelor of Science (Ord) in Sports and Exercise (Common Entry)	Thursday, 14 September 2022	11:30am	1402
Bachelor of Science (Honours) in Athletic Therapy and Exercise Rehabilitation	Thursday, 14 September 2022	11:30am	1402



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Garda Vetting Information

It is a requirement that you obtain Garda Vetting in order to undertake Work Placement as part of your Programme. In order to process your Garda Vetting you have three things to do:

1. Provide Adequate ID
 2. Complete and return the Garda Vetting Invitation form when you present at College for Induction
 3. Complete the e-vetting requirements
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1. **Adequate Identification:** Please ensure you read the guidelines enclosed in relation to the ID Validation checklist carefully. Your ID Documents must achieve **100 points** in order to begin the process. Out of date photographic IDs will not be accepted.
 2. **Garda Vetting Invitation Form:** Please ensure you read the guidelines on the Vetting Invitation Form (NVB1). Complete the form and bring along your various IDs to Garda Vetting **at the date and time allocated to your programme on the above Garda Vetting Schedule.** It is essential that the Garda Vetting Form is completed fully and legibly, using BLOCK CAPITALS with a ball point pen. Do not post the form back.

Parent/Guardian Consent form for students under 18

If you are under 18 years of age on the date you complete the vetting invitation, a NVB3 -Parent/Guardian consent form must be completed by a Parent or Guardian and handed in with your Garda Vetting Invitation form.

Note: Forms stamped by your local Garda Station or forms forwarded by candidates personally to the National Garda Vetting Bureau will not be accepted. Please remember to enter your email address, Eircode/Postcode clearly and tick the consent box – if these details are not included your Vetting Invitation will be returned and will significantly delay your clearance.



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3. **E-Vetting Requirements:** On submission of your Garda Vetting Invitation, ATU will submit your details to the National Vetting Bureau for vetting. The National Vetting Bureau will subsequently forward you a link to the email address you have supplied, to enter the e-vetting system and complete a **Vetting Application Form**. You should look out for this e-mail arriving as you only have 30 days to complete the application. If you fail to submit a Vetting Application within the 30 days you will have to re-submit your 'Garda Vetting Invitation Form'. When you have completed the application you should print out the completion page, you will need to produce this as proof of your E-vetting on-line completion.

Overseas Clearance – Students with addresses outside of Ireland

Please note that Garda clearance will only cover addresses in the Republic of Ireland and Northern Ireland. If you have resided in countries outside of the Republic of Ireland / Northern Ireland for a period of 6 months or more, it is **mandatory** for you to furnish ATU with a Police Clearance Certificate from those countries stating that you have/have not convictions recorded against you while residing there.

***Note** – it can take up to 3 months to obtain a Police Clearance Certificate, therefore it is important that you seek this a.s.a.p. Students without satisfactory clearance will be refused Placement.

For queries on Garda Vetting, please contact the Liaison Person at aisling.erskine@atu.ie



Verification of Identity for Garda Vetting

In order to establish your identity for vetting purposes, an individual must provide documentary proof of each of the following:

- Valid Photographic ID to include name and date of birth.
- Evidence of current address. (*Statements from store cards/catalogue companies or Mobile phone bills are not acceptable*).

Please note the following:

- Evidence of address provided must be dated within 6 months of the date of application.
- The name on the photo ID must match the name on your proof of address.
- There is no requirement on any individual to produce any specific document to prove their identity.

The Garda National Vetting Bureau is aware that establishing identity can be difficult for some people. In order to assist individuals and relevant organisations as they endeavour to establish the identity of vetting applicants, the following **100 point check** (please see overleaf) is an optional personal identification system which may be utilised by individuals and relevant organisations to verify identity for Vetting purposes.

When conducting Garda Vetting, organisations could require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.



Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under Schedule 5 of the Social Welfare Consolidation Act 2005 (as amended).)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Children under 18 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points**		
• Affidavit witnessed by a Commissioner for Oaths	100	



Section 1 – Personal Information

[illegible][illegible]

Section 2 – Additional Information

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PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

[illegible]

Parent / Guardian Details

Under Section 26 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.

[illegible]

Current Address:

[illegible]

Parent / Guardian Consent

Name of Organisation:

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I, being the Parent / Guardian of the above applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent / Guardian

Signature:

Date:

Date:

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Note: Please note that you must print this form and sign it. Electronic signatures will not be accepted. Return this form to the above named organisation. An invitation to the e-vetting website will then be sent to the Email address provided on this form.



Provisional registration prior to completion of Garda Vetting

I, _____ understand that today I am

(Please print name in BLOCK CAPITALS)

being provisionally registered for my programme of study, and that complete registration will be contingent on my satisfactory completion of ATU's Garda Vetting Procedure.

In the event of being notified of my failure to satisfy all requirements for Garda Vetting, I hereby undertake to return my Learner I.D. card to the Learner Records and Examinations Office within one week.

Course Title & Year: _____

Student ID Number: _____

Signature

Date

****Note:** **This form is to be returned to ATU's Garda Vetting Liaison Person alongside your completed Garda Vetting NVBI (and NVB3 form where necessary) on your date of registration.**



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Frequently Asked Questions

What is Garda Vetting?

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with an organisation which conducts relevant work, you may be asked to make an application to be vetted.

What is relevant work or activities?

Any work or activities, 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 or vulnerable persons. Details of relevant work or activities are outlined in part 1 and 2 of Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Who conducts vetting?

Vetting is conducted by the National Vetting Bureau (formerly known as the Garda Central Vetting Unit).

Is vetting conducted on an individual basis?

No. Vetting is conducted only on behalf of relevant organisations that are registered with the National Vetting Bureau and is not conducted for individual persons on a personal basis.

What is the procedure for making an application for a vetting disclosure?

The procedure is as follows:

- Persons who are subject to vetting will receive a vetting application form (including electronic form) from the relevant organisation where they are seeking a position.
- The applicant completes the application form and returns it to the relevant organisation and provides proof of identity.
- A Liaison Person in the relevant organisation forwards the form to the National Vetting Bureau.

What is a Liaison Person?

A relevant organisation that is registered in the register of relevant organisations shall, for the purposes of applying for and receiving vetting disclosures in accordance with the Act, nominate in writing a person (in the Act referred to as a “Liaison Person”) to be registered in the register of relevant organisations as the Liaison Person of the organisation. A person who, immediately before the commencement of Section 9 of the Act, is registered with the Garda Central Vetting Unit as an Authorised Signatory for an organisation shall, on such commencement of the Act, be deemed to be registered as a Liaison Person for the organisation in the register of relevant organisations. An application for a vetting disclosure in respect of an applicant shall be made by a Liaison Person for a relevant organisation.



How is the identity of the Applicant validated by the Relevant Organisation?

Relevant Organisations should satisfy themselves as to the identity of those applying for positions. International best practice recommends a minimum of two forms of identification should be produced, one of which should be photographic identification. These can include Passport, Driving Licence, and National Identity Card. Other forms of identification should be produced for the purpose of the verification of current address and may include recent utility bill (gas, telephone and electricity), Bank/Building Society/Credit Union statement and birth certificate. In the absence of this documentation, an applicant has the option of swearing an Affidavit /Affirmation before a Commissioner of Oaths to verify their identity. Please note there may be separate requirements by a Commissioner of Oaths in this regard.

What is the position with vetting persons under 18 years of age?

Section 13(6) of the Act provides for vetting of persons under 18 years of age. The Act states that if a person in respect of whom an application for a vetting disclosure is made is under 18 years of age, a declaration of consent (Parent/Guardian Consent Form) is completed on his or her behalf by a parent or guardian of the person.

What information am I required to provide on a vetting application form?

The following information is required to be provided on a vetting application form:

- Your Name(s) and any other Name(s) you are known as or have been known as
- Gender
- Date of Birth
- Place of Birth
- Mother's Maiden Name
- Passport Number where applicable
- Job Role
- Your current address and previous addresses (if any)
- Particulars of any criminal record

What is a criminal record?

A criminal record in relation to a person means a record of the **person's convictions** whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any **prosecutions pending** against the person whether within or outside the state for any criminal offences or both.

A person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies (see GNVB website for further details).

If I have a case pending, should I indicate this on my vetting application?

Yes. The definition of criminal record includes a record of any prosecutions pending against a person, whether within or outside the State, for any criminal offence.

Why are PPS numbers not required on application forms?

There is no requirement in the Act for the provision of PPS numbers by vetting subjects.

Why is the passport number required on the application form?

An application for a vetting disclosure under Section 13 of the Act shall include the information specified in subsection (5) in relation to the person. A passport number, if available, is specified in this subsection.



What are the procedures for consideration by National Vetting Bureau of an application for Vetting Disclosure?

Where the National Vetting Bureau receives an application for a vetting disclosure in respect of a person concerning relevant work or activities, the National Vetting Bureau shall make such enquiries of An Garda Síochána as it deems necessary to establish whether there is any criminal record or specified information relating to the person.

Can information on me be disclosed to a potential employer without my knowledge or permission?

No. Persons who are subject to vetting will receive a vetting application form (including electronic form) from the relevant organisation where they are seeking a position. The applicant completes the application form, where they sign a declaration allowing the relevant organisation to send in the Vetting application and return it to the relevant organisation and a Liaison Person in the relevant organisation will forward the form to the National Vetting Bureau.

Can disclosures be passed from one organisation to another?

The Act states that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person. The only exception to this is where relevant organisations have in place a joint agreement in accordance with Section 12(3A) of the Act.

Will there be a fee for vetting?

Section 32 of the Act states that the Minister may, after consultation with the Garda Commissioner and with the consent of the Minister for Public Expenditure and Reform, by regulations prescribe fees.

What are the penalties for not complying with the Act?

A person guilty of an offence under section 26 shall be liable -

- a. on summary conviction, to a class A fine or imprisonment for a term not exceeding 12 months or both, or
- b. on conviction on indictment, to a fine not exceeding €10,000 or imprisonment for a term not exceeding 5 years or both.

A person guilty of an offence under section 24(6) shall be liable on summary conviction to a class A fine or imprisonment for a term not exceeding 6 months or both.

If I withdraw my application, will the relevant organisation be informed?

Yes. If you correspond directly with the National Vetting Bureau to withdraw your application, the National Vetting Bureau will inform the relevant organisation.



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Vetting for transgender persons

The law requires that you disclose all of your previous names and addresses to the National Vetting Bureau (NVB) so that your application can be correctly processed. The NVB does however have a process whereby you can disclose your previous gender/name to the NVB only and not reveal this data on the vetting application form. This is known as the 'Sensitive Applications Process'. This process ensures that your information is handled sensitively and securely by the NVB and not revealed to the registered organisation seeking vetting in respect of you.

In order to utilise this process you must contact the NVB's Sensitive Applications Team. This will ensure that your previous gender/name is not released while permitting you to comply with the law. A member of the team will be able to answer all of your questions about completing the application form and will record your details so that we can track your application when it arrives. Once it arrives at the NVB we will monitor your application and check the content of your NVB disclosure before it is issued.

Contact 0504-27300 and look for the Sensitive Applications Team.



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