



Garda Staff Vetting Policy

Purpose:	This policy is designed to inform staff employed by the Institute and any potential job applicants the responsibilities of Dundalk Institute of Technology (DkIT / the Institute) with regard to Garda Vetting, the application process and the criteria by which an application is considered.
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Overview of the Garda Vetting Process in Dundalk Institute of Technology

1. The Institute Liaison Officer in the Human Resources (HR) Office in DkIT sends out a Vetting Invitation Form (NVB1 Form) (See Appendix 1) to the staff member/applicant. The staff member/applicant manually completes and forwards the NVB1 Form for the attention of the DkIT Liaison Officer in the HR Office. This must be submitted in person. The form is accompanied by the relevant documents in accordance with the Identity Document Validation Form to ensure they are checking the correct person. *At least one form of photographic evidence must be provided.* The Identity Document Validation Form will be explained further in Section 3.
2. DkIT validates the proof of identity and sends the staff member/applicant an e-mail from dkitvetting@dkit.ie link attached inviting him/her to complete an Online National Vetting Bureau Form (NVB2 Form). Details of how to complete the NVB2 Form can be found on the Q drive/Public Folder/HR Forms.
3. The staff member/applicant completes and submits a National Vetting Bureau 2 Form (NVB2 Form) Application Form online and it is submitted to the NVB for review.
4. The NVB processes the application and forwards a vetting disclosure to the Liaison Officer at DkIT.
5. DkIT reviews the vetting disclosure, and a copy is made available to the vetting subject on request.

Please Note: By engaging in the Garda Vetting process, applicants agree that they have read, understand, and agree to the DkIT Garda Vetting Policy.

1. Introduction

- 1.1 This policy is designed to inform staff employed by the Institute and any potential job applicants the responsibilities of Dundalk Institute of Technology (DkIT / the Institute) with regard to Garda Vetting, the application process and the criteria by which an application is considered. This document is designed to advise all those involved in the recruitment of staff members of the procedures to follow in order to ensure that those working with children (or vulnerable adults) are correctly vetted. It is also designed to ensure that anyone with a conviction is not recruited into a role that may be incompatible with Institute business. This document should be read in conjunction with the following Institute policies:
 - Policies and Procedures for the Protection of Children;
 - Child Safeguarding Policy;
 - Policy on the safety of Children on Institute premises.

Definitions for a “child” and “vulnerable adult” are contained in the Policies and Procedures for the Protection of Children. The link to these policies is

[Child Protection Policies at DkIT / Policies and Guidelines / About DkIT / DkIT - Dundalk Institute of Technology](#)

1.2 The Dundalk Institute of Technology Policy on Garda Vetting aims to fulfil the Institute’s commitment to its community and meet its legal requirements under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Act). The Act provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

1.3 The Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

2. Definitions

2.1 Relevant Work or Activities

“Relevant work” or “activities” shall be understood to mean any work or activity 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.

2.2 National Vetting Bureau

With the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 on 29 April 2016, the Garda Vetting Bureau (NVB) was established as the national vetting unit of An Garda Síochána. The NVB is the single point of contact in An Garda Síochána to conduct Garda Vetting. Its primary objective is to provide an accurate and responsible vetting service, which enhances the protection of children and vulnerable persons through enabling safer recruitment decisions.

2.3 Institute Garda Liaison Officer

The Institute Garda Liaison Person is a person who is authorised within a Relevant Organisation (i.e., DkIT) for Garda Vetting to submit NVB Application Forms to the NVB on behalf of the Relevant Organisation and receive resultant disclosures.

2.4 Vetting Disclosure

A vetting disclosure shall be understood to include particulars of the criminal record (if any) relating to the person, and a statement of the specified information (if any) relating to the person or a statement that there is no criminal record or specified information, in relation to the person

3. Garda Vetting of Potential Staff Members

3.1 In addition to the standard recruitment checks as outlined in the Institute Recruitment and Selection Policy and Procedures, all new staff appointed to a role which involves Relevant Work as defined by the Act and/or as determined by the Institute, are required to undergo Garda Vetting following the commencement of the Act on 29 April, 2016. (Please see Appendix 4 re Relevant Work). All applicants for any position within the

Institute must declare from the outset whether or not they have held a criminal record in Ireland or elsewhere or have any criminal proceedings pending.

- 3.2 All advertisements for posts within the Institute will state in the advertised job description that the post will be subject to Garda Vetting. All successful candidates who are offered positions which involves Relevant Work will then be subject to Garda Vetting in addition to satisfying the full requirements of the role.
- 3.3 The Garda Vetting process will be carried out by the Human Resource Office through the designated Institute Garda Liaison Officers. The Human Resources Manager is the designated principal Institute Liaison Officer for Garda Vetting of all current and potential staff members.
- 3.4 The candidate will authorize DkIT to conduct a background check via NVB and will be sent to complete a Garda Vetting Form NVB1 (Appendix 1) with the offer letter and instructions for completion of the form.
- 3.5 The applicant must sign and return the completed form for the attention of the Liaison Officer in the Human Resources Office in DkIT accompanied by the relevant documents in accordance with the Identity Document Validation Form. For more information, please refer to Appendix 2. If you have any queries, please email dkitvetting@dkit.ie at the earliest possible date.
- 3.6 No person required to undergo vetting shall be permitted by the Institute to engage in work activities with children and/or vulnerable adults until such time as all parts of the recruitment and selection process including vetting by the NVB has been fully completed to the satisfaction of the Institute. Where a potential candidate has to obtain a Foreign Police Certificate, the Institute may, at its sole and absolute discretion afford the potential candidate a period of up to six months to obtain the appropriate certificate. Any offer letter and proposed contract will explicitly state that the offer is subject to successful completion of the process within the stated period.
- 3.7 The Garda Vetting process may take up to 4 weeks after which time, depending on the outcome the recruitment process can be finalised.
- 3.8 Where the information supplied by the NVB/Foreign Police is inconsistent with the information supplied by the applicant, the Institute Liaison Officer will contact the applicant to clarify whether:
 - a) The information supplied by the NVB/ foreign police is correct; or
 - b) The employee/candidate does not agree that the information supplied by the NVB /foreign police is correct, in which case the Institute Liaison Officer will request the NVB/foreign police to review their information and confirm or review their initial response.
- 3.9 Where the vetting disclosure contains criminal records information or 'specified information', the Institute should as soon as practicable make available a copy of the vetting disclosure to the applicant. The Institute may also take any interim steps as it deems appropriate to the circumstances. Any such steps shall not influence the outcome of any investigation or infer wrongdoing on any party. If a criminal conviction is revealed or a prosecution is pending, the action as per Section 6 of this policy should be followed.
- 3.8 No final offer of employment will be made until such time as clearance for the applicant in question is received.
- 3.9 Garda Vetting is non-transferable between organisations. Though you may have been previously vetted by another organisation, Institute, University or college, DkIT cannot accept vetting letters from another organisation.

4. Garda Vetting of Existing Staff

- 4.1 All staff of the Institute were required to undergo Garda Vetting following the commencement of the Act on 29 April, 2016.
- 4.2 The Institute is required to request employees and or third parties who are already employed and/or engaged by the Institute to undergo vetting (including, for the avoidance of doubt, the Foreign Police Certificate procedure). As of 01 October 2025, current staff involved in Relevant Work may be required to be vetted every 3 years at the Institute's request. Retrospective vetting, where necessary, will be carried out in accordance with this policy and all those subject to these requirements will be informed that they will be required to undergo vetting.
- 4.3 The Institute reserves the right to request any employee/third party to undergo vetting/police clearance at any time in their employment/engagement but in any event at appropriate intervals (currently every three years) or such shorter periods as may be prescribed under the Act or as may be deemed appropriate by the Institute. The processes as outlined in Section 2 will also apply to Re-vetting and Retrospective Vetting of existing employees. The Institute shall take such action and/or invoke such internal policies as it considers necessary and appropriate in respect of any person's failure or refusal to engage in the vetting process and/or in respect of any vetting disclosure made.
- 4.4 An employee/third party who works in the Institute and who has been convicted of any offence relating to children and/or is subject to disciplinary action or sanction relating to children must withdraw from working in any position or on any project which involves contact with children until the Review Group (see section 6 below) can consider the matter and decide on an appropriate course of action.

5. Residency Abroad - International Police Vetting

- 5.1 If the applicant has resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, they will be required to obtain a Police Clearance Certificate from each country stating that they have no criminal record or any criminal proceedings pending against them while residing there and submit it to the Garda Vetting Unit in the HR Office in DkIT.
- 5.2 Seeking security clearances from other countries (e.g., UK, USA etc.) are the responsibility of the applicant.

The following websites may be of assistance if required to provide a Police Clearance Certificate:

United Kingdom: www.acro.police.uk/police_certificates.aspx
www.disclosurescotland.co.uk

Australia: www.afp.gov.au/what-we-do/police-checks/national-police-checks

New Zealand: www.justice.govt.nz/services/criminal-records

United States of America: [Criminal Record Checks \(state.gov\)](http://CriminalRecordChecks.state.gov)
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

- 5.3 For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Note: Any costs incurred in this process will be borne by the applicant. Only original Police Clearance Certificate should be submitted (copies not accepted); along with a certified translation of it in English.

6. Disclosure of Criminal Convictions

- 6.1 It is the policy of Dundalk Institute of Technology to ask all applicants for any position within the Institute if they have previously been convicted of a criminal offence.
- 6.2 The policy as described in section 4.1 will extend to applications for internal or promotional positions.
- 6.3 There is an obligation on any person who is employed and/or engaged by or acts on behalf of the Institute to disclose any if they previously have been convicted of a criminal offence(s), are convicted of a criminal offence or have been/are indicted of a serious criminal offence.
- 6.4 All Conditions of Appointment advertised will highlight this requirement.
- 6.5 Under Section 26 of the Sex Offenders Act 2001 it is an offence for a convicted sex offender to apply for or continue to work in an area which involves unsupervised access to, or contact with children or mentally impaired people without telling their employer of the conviction. All Institute staff (and prospective recruits) must inform the Institute of any such conviction.
- 6.6 The provision of false or misleading information will disqualify applicants from the selection process and may for current employees result in disciplinary action (up to and including dismissal).

7. Review Group

- 7.1 A Review Group will be set up to deal with any disclosures of criminal convictions and to ensure that the policy is reviewed on a regular basis and fully complied with. The group will meet at least once a year for this purpose and as and when necessary.
- 7.2 The group will review cases where it is established that a candidate has a criminal conviction and decide on an appropriate course of action.
- 7.3 For review purposes convictions are classified and defined as follows:
- No convictions recorded;
 - Convictions recorded;
 - Offences or charges pending deemed immaterial; or
 - Offences or charges pending which could potentially cause material risk.

When deciding on the materiality of the offence or pending charge, the Institute will take into account any failure to disclose by the applicant prior to the vetting process.

- 7.4 In addition the group will review any Garda Reports before appointments are made.
- 7.5 The group will consist of the following
- Vice President for Finance, Resources and Diversity
 - Human Resources Manager
 - Head of School of Health & Science
- 7.6 The Review Group reserves the right to seek legal advice at their discretion, and their decision is final and binding.

This policy is subject to operational review.

8. Data Protection

8.1 The Data Protection Act 2018 as amended will be observed in respect of any data received following a Garda Vetting request. Guidance as follows:

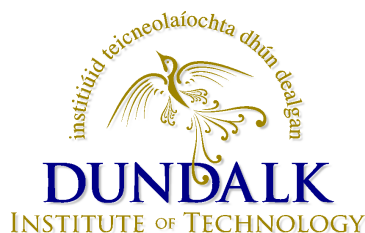
- Obtain and process the information fairly;
- Keep it only for one or more specified and lawful purposes;
- Process it only in ways compatible with the purposes for which it was given initially;
- Keep it safe and secure;
- Keep it accurate and up-to-date;
- Ensure that it is adequate, relevant and not excessive;
- Retain it no longer than is necessary for the specified purpose or purposes;
- Provide a copy of the personal data gathered to any individual, with respect to themselves on request.

All data will be kept in a secure cabinet by the Institute Liaison Officer and only those deemed to have relevant access will be allowed to do so.

9. Queries on this Policy or Guidelines

Contact: Human Resources Office
Tel: 042 9370220

Appendix 1: NVB1 Form



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ballpoint pen.

Photocopies will not be accepted.

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

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

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

Please allow one digit per box 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. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.



Form NVB 1

Section 1 – Personal Information

Forename(s):																				
Middle Name:																				
Surname:																				
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y										
Email Address:																				
Contact Number:																				
Role Being Vetted For:																				

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Name Of

Organisation:

I have provided documentation to validate my identity as required *and*

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box ☐

Applicant's
Signature:

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Date

D	D
---	---

/

M	M
---	---

/

Y	Y	Y	Y
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Note: Please return this form to the above-named organisation. An invitation to the e-vetting website will then be sent to your email address.

Appendix 2: Legislation impacting on Garda Vetting

- Civil Service Commissioners Act 1956
- Child Care Act 1991 – Sections 5; 61; 65
- Data Protection Act 1988/2003
- Children’s Act 2001 – Section 258
- Private Security Authority Act 2004
- Protection of Children Act 2012
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Withholding of Information Offences against Children and Vulnerable Persons Act 2012
- Other relevant legislation which may come into force before this document is revised.

Appendix 3

FOR OFFICE USE ONLY – Not to be completed by applicant

Identity Document Validation Form

Your Ref:

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired?	☐	☐
	Yes	No
Is the photograph on the document a true likeness for the vetting subject?	☐	☐
	Yes	No
Is the photograph of high quality and clear?	☐	☐
	Yes	No
Is the date of birth on the document matching the date provided on the NVB1 Form?	☐	☐
	Yes	No
Is the name on the document exactly matching the name provided on the NVB1 Form?	☐	☐
	Yes	No

Section 2: Proof of Address

Is the address document dated within six months of the consent date?	☐	☐
	Yes	No
Is the address on the proof of address document matching the address provided on the NVB1 Form?	☐	☐
	Yes	No
Is the vetting subject's name included on the proof of address document?	☐	☐
	Yes	No
Is the document acceptable as proof of address document, as per Identity Document Schedule?	☐	☐
	Yes	No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject?	☐	☐
	Yes	No
Is the role accepted to be relevant work or activity?	☐	☐
	Yes	No
Is the Consent Box ticked?	☐	☐
	Yes	No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original)	☐	☐
	Yes	No
Photographic ID document type: _____	☐	☐

Document Reference No.		Yes	No
Proof of address document type:		[] Yes	[] No

If you have answered **No** to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME):

Validator's Signature:

Validator's Role:

Validator's Contact Number:

Date of Validation:

Procedure: Enhanced Access NI Check

Applying for an Enhanced Access NI Check

Enhanced Access NI Check for students working with children or vulnerable adults in Northern Ireland.

Instructions for Student;

The **student** must first apply for an **Access NI nidirect Account** online.

The student is applying through a registered body (The registered body is Zero8Teen).

(<https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>)

Follow the instructions online and as below. There are contact details below if you have trouble setting up and completing the account. During the process online, you will be assigned an Application Reference Number, which you should record as below with your Name as it appears on your Access NI Direct Account. Bring this page below into the Vetting Officer in DkIT. A soft copy should be emailed to the Vetting Officer also. She will contact the Access NI Offices to verify your application. **If you do not bring this form with the reference number into the Vetting Office your application will not be processed and will remain unprocessed by the Access NI Offices**

Fees: The cost of this application is **£8 (Sterling)** which the student must pay. **When your application has been verified by the DkIT Vetting Officer an invoice will be issued by Access NI which the Vetting Officer will forward to you to pay.**

NOTE: CREATING THE ACCESS NIDIRECT ACCOUNT IS ONLY BEGINNING THE PROCESS, IT CANNOT BE COMPLETED UNTIL YOU BRING THE APPLICATION REFERENCE NUMBER INTO THE DKIT VETTING OFFICER.

**PIN NOTIFICATION + ID DOCUMENTATION FORM FOR REGISTERED BODIES
(Enhanced disclosure checks)**



Applicant instructions

Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

1. Select the green button to create a nidirect account and apply for a standard check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. [Guidance document to create a nidirect account](#)
2. You will need to retain your login credentials for future use.

3. A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen.

If there are problems creating this account contact nidirect **on 0300 200 7868** or email nida@nidirect.gov.uk.

4. Once you have successfully created/logged in, you will be taken to the on-line AccessNI application.
5. Enter the PIN number below at Step 1 of the form completion.

5	8	4	0	5	4
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7. Complete the remainder of the application.
8. Upload the required identity documents to the AccessNI application form. You are required to upload **two** identity documents, chosen from the AccessNI list provided, to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form: -
- Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both the applicant's current name and photograph.
9. Continue to complete the remaining fields on the application.
10. At STEP 12 you must confirm and date the declaration.
11. When you click on **confirm and proceed** the application will be automatically forwarded to the Signatory for approval.

Registered/Umbrella Body Instructions to Applicant

Applicant Name_____

Organisation Name: Dundalk Institute of Technology

Application Reference Number_____

ACCESSNI LIST OF ACCEPTABLE IDENTITY DOCUMENTS

Original Birth certificate (issued within 12 months of birth)	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g., Embassies, High Commissions and HM Forces
Certified copy of birth certificate (issued more than 12 months after time of birth)	UK, Isle of Man, Channel Islands or Ireland
Long form Irish birth certificate (issued at time of registration of birth)	Ireland
Adoption Certificate	UK, Channel Islands or Ireland
Passport	Any current and valid passport
Irish Passport Card	Cannot be used with an Irish passport, Current and Valid
Current driving licence photocard	Full or provision - UK, Isle of Man, Channel Islands or Ireland
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	UK, Isle of Man, Channel Islands and Ireland
eVisa – via weblink and share code	Current and valid
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
Electoral ID card	Northern Ireland only
Marriage / Civil Partnership certificate	UK, Channel Islands or Ireland
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man, Current and Valid
Mortgage Statement	UK or Ireland, dated within 12 months
Financial statement, for example ISA, pension or endowment	UK or Ireland, dated within 12 months
P45 or P60 statement	UK or Channel Islands, dated within 12 months
Land and Property Services rates demand	Northern Ireland only, dated within 12 months
Council tax statement	UK or Channel Islands, dated within 12 months
Credit card statement	UK or Ireland, dated within 3 months
Bank or Building Society statement	UK, Channel Islands or Ireland, dated within 3 months
Utility bill (not mobile phone)	UK or Ireland, dated within 3 months
Benefit statement, for example Child Benefit, Pension etc.	UK, dated within 3 months

Official Government/Council Document	Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC, UK and Channel Islands, dated within 3 months
EEA National ID card	Current and Valid
SmartPass issued by Translink	Northern Ireland
yLink card issued by Translink	Northern Ireland
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands, Current and Valid
Letter from head teacher or further education college principal	UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided
Letter of sponsorship from future employment provider or voluntary organisation	Non-UK only - Valid only for applicants residing outside UK and Ireland at time of application
Exceptional circumstances – Document agreed with AccessNI	Cannot be used unless advised by AccessNI

Appendix 5:

What staff need to be Garda vetted and Relevant Work.

Staff in roles that involve *Relevant Work* as defined in the Acts and/or as determined by the Institute.

Anyone who is employed and/or engaged by or acts on behalf of the Institute who will have access to children and/or vulnerable adults in the course of their employment/engagement in a manner which is not merely incidental to the role of that person.

Individuals who are not directly employed by the Institute, but who are employed by contractors (or sub-contractors) of the Institute and who will have access to children and/or vulnerable adults in the course of their duties in a manner which is not merely incidental to the role will also be required to undergo the vetting/clearance process.

Successful candidates who are undertaking '*relevant*' roles cannot commence employment under any circumstances until they have successfully completed the vetting process via the National Vetting Bureau. **No exceptions will be made!**

What is Relevant Work?

Garda Vetting applies to roles where regular and necessary engagement with children or vulnerable persons is a key part of the job. The Act provides the following definition of Relevant Work:

- Any work or activity 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 adults.
 - A "child" means a person under the age of 18 years.
 - A "Vulnerable Person" means a person, other than a child, who
 - is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
 - has an intellectual disability,
 - is suffering from a physical impairment, whether as a result of injury, illness or age, or
 - has a physical disability, which is of such nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with activities of daily living including dressing, eating, walking, washing or bathing.
- Act shall not apply where a person gives assistance on an occasional basis at a school, sports or community event or activity, other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable persons.

If a role does not meet this threshold, Garda Vetting is not required.

Appendix 6 Appeals

1. Where a vetting subject disputes the detail contained in a vetting disclosure from the National Vetting Bureau, he or she may refer the issue to the National Vetting Bureau dispute process.

This process is activated by the vetting subject, who should outline the basis of his or her dispute, in writing, to the Liaison Person for the Institute who is conducting vetting. The Liaison Person then submits the complete application file to the National Vetting Bureau for further checks.

In instances where a Vetting Subject wishes to dispute any detail contained in a Garda Vetting Disclosure issued to a Liaison Person in respect of them, the following procedure should be implemented:

- a. The vetting subject should outline the exact basis of their dispute and submit it in writing to the Liaison Person.
 - b. The Liaison Person should submit the report received from the vetting subject, along with the original Garda Vetting Application Form in respect of them, to the National Vetting Bureau for further checks to be conducted.
 - c. If the vetting subject indicates there were errors or omissions made by them while completing the original application form, they should be requested to complete a new application form; and both the original and the new application forms should then be submitted together with the request for further checks to be conducted.
 - d. If, following the result of further checks, the vetting subject still disputes any detail in the Garda Vetting Disclosure issued in respect of them, arrangements will be made for further validation procedures to be undertaken in order to resolve the matters at issue in the dispute.
 - e. At the conclusion of the dispute resolution procedure, decisions in respect of the suitability of the vetting subject for a position within the Relevant Organisation are the responsibility of the Decision Maker/Decision Making committee within the Institute, and the National Vetting Bureau will have no input into any such decisions.
2. There is an independent appeals process for disclosure of specified information. You must make your appeal **within 14 days** of the decision.

Appeals Officer

Under Section 17 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 the Minister may appoint one or more persons to be appeals officers. The appeals process in relation to specified information is entirely independent of An Garda Síochána. An Appeals Officer appointed by the Minister shall be a practising barrister or practising solicitor of not less than 7 years standing and shall be independent in the performance of his or her functions.

Decision to appeal

Section 18 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016 outlines the process of appeal of the determination of the Chief Bureau Officer.

Where a person wishes to appeal the determination of the Chief Bureau Officer in relation to the disclosure of specified information, he or she may, not later than 14 days after the date the notification of the determination is sent to the vetting subject, appeal to an Appeals Officer against that determination.

The period of 14 days may, at the request in writing of the vetting subject, be extended for a further period not exceeding 14 days, if the appeals officer determines that there is a good and sufficient reason to do so.

The appeal should be made in writing and include a statement of grounds for appeal by the vetting subject. The request should also indicate whether the vetting subject wishes the appeals officer to conduct an oral hearing for the purpose of the appeal.

Procedures on appeal

The procedure to be followed in respect of appeals is prescribed by the Minister as set out at Section 18(4) of the Act.

The Appeals Officer may:

- a. Affirm in whole or in part the determination of the Chief Bureau Officer, or
- b. Set aside the determination of the Chief Bureau Officer in whole or in part and replace it with such other decision as the appeals officer considers appropriate.

The Appeals Officer shall inform the vetting subject and the Chief Bureau Officer in writing of his or her determination and the reasons for it.

The vetting subject may withdraw an appeal at any time by sending a notice of withdrawal to the Appeals Officer.

Any party to an appeal may appeal to the High Court from a determination of an appeal by an Appeals Officer, on a point of law and the determination of the High Court in such appeals shall be final and conclusive.

Appendix 7: Revision History

Date of drafting: 30 June 2023	Date of next review: June 2026
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Version Number/Revision Number	Revision Date	Summary of Changes
1.0	April 2016	Original Draft
2.0	30 June 2023	Redraft of Policy
2.1	01 October 2025	Amendment to Policy re Relevant Work and vetting of staff Appendix 4 revised and 3.1, 3.2 and 4.2

Consultation History

Version Number/Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
V1.0	April 2016	Staff Unions	Staff unions briefed on new Garda vetting for all staff
V1.0	April 2016	Executive Board	Discussion at Executive Board on Vetting of all staff
V2.0	30 June 2023	Staff Unions	Draft copy sent to all unions for comments and agreed on 26 January 2024.
V2.0	22 May 2024	Executive Board	None - approved
V2.3	15 October 2025	Executive Board	Overview, Garda Vetting of Potential Staff and Existing staff, Identity Document Validation Form, Enhanced Access NI Check, Relevant Work.