**Information on New Vetting Legislation**

The National Vetting Bureau (Children & Vulnerable Persons) Act 2012 will commence on 29th April 2016. The purpose of this Act is to provide a legislative basis for vetting.

The Garda Central Vetting Unit will now be known as the National Vetting Bureau (NVB).

From the commencement date it will be against the law for people to commence work with children or vulnerable adults unless they have been vetted.

The Act changes the way that people apply for vetting:

1. There is a new form, a copy of which is attached to this email,
2. There is a requirement for the organisation (parish, school, diocesan agency, etc.) to verify the identity of the applicant. The forms of identity deemed acceptable by NVB are explained below.
3. A separate ‘Invitation Form’ (also attached) must be completed and sent to this office along with the vetting application form. This is for our records to ensure we can identify the organisation that is submitting the application. The application cannot be processed unless accompanied by the Invitation Form.

If a person has already been vetted by your organisation i.e. parish or school, then they do not need to be re-vetted under the new process unless such time has passed that warrants the applicant to be vetted again. The re-vetting timeframe is determined by the individual policy of the organisation. Dublin Diocese promotes a general policy of re-vetting every three years.

**Minors**

The legislation is directed at applicants aged 18 years at date of signing the form. However applications can be made for those aged 16 and 17 when a parental / guardian consent form is also completed. In this case proof of identity must also be obtained for the parent / guardian.

**E-Vetting**

E-Vetting is being introduced on a phased basis nationally. Dublin Diocese will be using a paper version of the e-vetting form until such time as we move to the electronic system. Further information on e-vetting will be made available at a later date.

**Proof of Identity**

At least two forms of identification must be produced to validate the identity of the applicant when completing the application. One of these should be photographic where possible. There is a points system for the verification of identity where 100 points must be reached. Different forms of identification are weighted with a sliding scale of points (see below). Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice. The National Vetting Bureau requires that copies of all proof of identity are retained for the validity of the vetting. This means if the vetting lasts 3 years then copies of these documents must also be kept for 3 years.

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| **Irish driving license or learner permit (new credit card format)** | **80** |  |
| **Irish Public Services Card** | **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** |  |

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| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| **P60, P45 or Payslip** (with home address) | **35** |  |
| **Utility bill e.g. gas, electricity, television, broadband** (must not 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 Siochana) | **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** |  |

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| **Children under 16 years (any one of the following)** |  |  |
| * Birth certificate | **100** |  |
| * Passport | **100** |  |
| * Written statement by a the 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** |  |
| **TOTAL** |  |  |

**Transitional arrangements**

The Child Safeguarding and Protection Service is committed to providing a good service to parishes, diocesan agencies and others who avail of our vetting service. The transition to the new system is bound to create a degree of confusion. This is acknowledged by the NVB who anticipate that it will take at least six months for the new system to bed down and operate smoothly. In the meantime, we ask for your patience and understanding. We may not have answers to all of your questions at this point but this is because the NVB are still in the process of rolling out the new system and identifying and fixing any glitches in it.

Thank you for your cooperation.

Andrew Fagan

Director, Child Safeguarding and Protection Service