

## Shamrock Assist

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### **Garda Vetting FAQ An Garda Síochána Ireland's National Police and Security Service**

Frequently Asked Questions about Garda Vetting with the Shamrock Assist (SRA Locum)

#### **Q. Who conducts vetting?**

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

#### **Q. Is vetting conducted on an individual basis?**

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

#### **Q. What is the procedure for making an application for a vetting disclosure?**

A. The procedure is as follows: -

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

#### **Q. What is the position with vetting persons under 18 years of age?**

A. 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.

#### **Q. What information am I required to provide on a vetting application form?**

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

You're 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*

#### **Q. Why are PPS numbers not required on application forms?**

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

**Q. Why is the passport number required on the application form?**

A. 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.

**Q. What is a Criminal Record?**

A. A criminal record in relation to a person means a record of the person's convictions whether the 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.

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

A. 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.

**Q. What are procedures for consideration by National vetting Bureau of an application for vetting Disclosure?**

A. 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.

**Q.Can information on be my disclosed to a potential employer without my Knowledge or Permission?**

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

**Q.Will there be a free for vetting?**

A. 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.

**Q. What are the penalties for not complying with the Act?**

A. A person guilty of an offence under section 26 shall be liable – on summary conviction, to a class A fine or imprisonment for a term not exceeding 12 months or both, or 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.

**Q. If I withdraw my application, will the relevant organization be informed?**

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

**Q.Vetting for transgender persons?**

A.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 organization seeking vetting in respect of you.

In order to utilize 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 016854700 and look for the Sensitive Applications Team.