

Roinn Athchlárúcháin  
Biúró Náisiúnta Grinnfhiosrúcháin,  
Bóthar an Ráschúrsa,  
Durlas,  
Contae Thiobraid Árann,  
E41 RD60.

Teiléfono/Tel: (0504) 27300  
Facs/Fax: (0504) 27373



Registration Section  
National Vetting Bureau,  
Racecourse Road,  
Thurles,  
Co. Tipperary,  
E41 RD60.

Láithreán Gréasain/Web Site: [www.garda.ie](http://www.garda.ie)  
Ríomh-phoist/Email: [GNVB.Registration@garda.ie](mailto:GNVB.Registration@garda.ie)

**\*Mandatory Information**

Our Ref No:

**Assessment as a Relevant Organisation with the  
Garda National Vetting Bureau**

**Part 1 – Details of Organisation**

**\*Name of your Organisation**

**\*Address where relevant work/activity is conducted in your Organisation:**

(This address is the location where your organisation/centre is situated)

Organisation administrative address if different to the above:

**\*Confirm that you have a permanent presence at the address(es) provided and that this location is open to a GNVB compliance officer to enter and inspect at all reasonable times.**

**\*NAME AND ADDRESS of the individual in your organisation responsible for compliance with the vetting legislation and liable for prosecution in event of non-compliance. Please provide this office with photographic identity and proof of address of the person liable for prosecution for any non-compliance matters that may arise in respect of vetting.**

\*What part of the “relevant organisation” definition does your organisation fall within -

- ☐ (a) who - (i) employs (whether under contract of employment or otherwise) any person to undertake relevant work or activities,
- ☐ (ii) enters into a contract for services with any person for the provision by that person of services that constitute relevant work or activities,
- ☐ (iii) permits any person (whether or not for commercial or any other consideration) to undertake relevant work or activities on the person’s behalf,
- ☐ (iv) is a provider of courses of education or training, including internship schemes, for persons and, as part of such education or training or scheme, places or makes arrangements for the placement of any person in work experience or activities where a necessary part of the placement involves participation in relevant work or activities,

but does not include an individual who does any of the matters referred to in subparagraphs (i) to (iv) in the course of a private arrangement,

- ☐ (b) who carries on the business of an employment agency within the meaning of the Employment Agency Act 1971 for the employment of persons to undertake relevant work or activities,
- ☐ (c) established by or under an enactment (other than the Companies Acts) whose functions include the regulation, registration, licensing or other authorisation (howsoever described) of persons who undertake relevant work or activities, or
- ☐ (d) who represents for the purposes of the vetting procedures under this Act, another person, trade, profession or body, organisation or group or other body of persons that undertakes relevant work or activities;

\*Please tick which of the following refers to your organisation:

(more than one can be chosen)

- ☐ Work exclusively with children
- ☐ Work exclusively with vulnerable persons
- ☐ Work predominantly (more than 50%) with children
- ☐ Work predominantly (more than 50%) with vulnerable persons
- ☐ None of the above
- ☐ Other

\*Outline the proposed **volume of vetting applications** per annum for your organisation.

\*Please tick which of the following refers to your organisation:

- ☐ Self-employed with paid employees
- ☐ Self-employed with unpaid volunteers
- ☐ Self-employed with no employees
- ☐ All of the above
- ☐ None of the above
- ☐ Other

Company registration number (if applicable):

\*Is your organisation affiliated to or a member of any association, governing or regulatory body?

- ☐ Yes ☐ No

If yes, please provide details including membership association number.

Organisation  
Name:

Membership  
Number:

## **Part 2 – Relevant Work / Activities Assessment**

\*Please categorise the provision of Schedule 1 you propose to rely on to carry out vetting

- ☐ Schedule 1 Part 1 Children
- ☐ Schedule 1 Part 2 Vulnerable Persons

If working with vulnerable persons, are those persons -

- ☐ 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
- ☐ Has a physical disability
- ☐ All of the above
- ☐ None of the above

Which is of such a nature or degree -

- ☐ As to restrict the capacity of the person to guard himself or herself against harm by another person
- ☐ (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking washing and bathing.
- ☐ All of the above

## **Schedule 1 Part 1 - Children**

**\*\*If relevant work / activities are being conducted with Children, please carefully read the following list and tick the criteria that applies to your organisation in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.\*\***

Schedule 1 Part 1 Paragraph 1 - 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 in -

- ☐ (a) an establishment which provides pre-school services within the meaning of Part VII of the Child Care Act 1991
- ☐ (b) a school or centre of education, both within the meaning of the Education Act 1998
- ☐ (c) any hospital or health care centre which receives, treats or otherwise provides services to children,
- ☐ (d) a designated centre within the meaning of section 2 of the Health Act 2007 , in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991
- ☐ (e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991
- ☐ (f) a children detention school within the meaning of section 3 of the Children Act 2001
- ☐ (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality.
- ☐ Schedule 1 Part 1 Paragraph 2 - Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.
- ☐ Schedule 1 Part 1 Paragraph 3 - Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity.
- ☐ Schedule 1 Part 1 Paragraph 4 - Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.
- ☐ Schedule 1 Part 1 Paragraph 5 - Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not children.
- ☐ Schedule 1 Part 1 Paragraph 6 - Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to children unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not children.
- ☐ Schedule 1 Part 1 Paragraph 7 - Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.
- ☐ Schedule 1 Part 1 Paragraph 8 - Work as a driver of a public service vehicle which is being used only for the purpose of conveying children.

- ☐ Schedule 1 Part 1 Paragraph 9 - The provision by a person, whether or not for commercial or other consideration, of accommodation for a child in his or her own home.
- ☐ Schedule 1 Part 1 Paragraph 10 - Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.
- ☐ Schedule 1 Part 1 Paragraph 11 - Any application by a person to carry on or manage a designated centre within the meaning of section 2 of the Health Act 2007.
- ☐ Schedule 1 Part 1 Paragraph 12 - Any application by a person for a declaration of eligibility and suitability within the meaning of section 3 of the Adoption Act 2010.
- ☐ Schedule 1 Part 1 Paragraph 13 - Any assessment of a person's suitability to act as a foster carer by or under section 39 of the Child Care Act 1991.
- ☐ Schedule 1 Part 1 Paragraph 14 - Any assessment by or under section 41 of the Child Care Act 1991 of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.

Schedule 1 Part 1 Paragraph 15 - Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, children pursuant to the following enactments

- ☐ (a) Medical Practitioners Act 2007
- ☐ (b) Nurses Act 1985
- ☐ (c) Nurses and Midwives Act 2011
- ☐ (d) Dentists Act 1985
- ☐ (e) Health and Social Care Professionals Act 2005
- ☐ (f) Pharmacy Act 2007
- ☐ (g) Pre-Hospital Emergency Care Council Order 2000 ( S.I. No. 109 of 2000)
- ☐ (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ( S.I. No. 575 of 2004)

\*Please provide **FULL DETAILS** of relevant work/activities carried out for children in your organisation

## **Schedule 1 Part 2 – Vulnerable Persons**

**\*\*If relevant work / activities are being conducted with Vulnerable Persons, please carefully read the following list and tick the criteria that applies to your organisation in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.\*\***

- ☐ Schedule 1 Part 2 Paragraph 1 - 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, vulnerable persons in
  - ☐ (a) a school or centre of education, both within the meaning of the Education Act 1998 , unless, in the case of a centre of education, the work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,
  - ☐ (b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,
  - ☐ (c) a designated centre within the meaning of section 2 of the Health Act 2007 , in so far as it relates to an institution at which residential services are provided to vulnerable persons,
  - ☐ (d) an approved centre within the meaning of Part 5 of the Mental Health Act 2001 .
- ☐ Schedule 1 Part 2 Paragraph 2 - Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.
- ☐ Schedule 1 Part 2 Paragraph 3 -Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.
- ☐ Schedule 1 Part 2 Paragraph 4 -Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.
- ☐ Schedule 1 Part 2 Paragraph 5 -Any work or activity which consists of the provision of advice, guidance or developmental services (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance or developmental service is merely incidental to the provision of those services to persons who are not vulnerable persons.
- ☐ Schedule 1 Part 2 Paragraph 6 -Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.
- ☐ Schedule 1 Part 2 Paragraph 7 -Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.
- ☐ Schedule 1 Part 2 Paragraph 8 -The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her own home.
- ☐ Schedule 1 Part 2 Paragraph 9 -Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.
- ☐ Schedule 1 Part 2 Paragraph 10 -Any assessment of a person's suitability to act as a care representative under section 21 of the Nursing Homes Support Scheme Act 2009.

- ☐ Schedule 1 Part 2 Paragraph 11 -Any application by a person to carry on or manage a designated centre both within the meaning of section 2 of the Health Act 2007.
- ☐ Schedule 1 Part 2 Paragraph 12 -Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments
  - ☐ (a) Medical Practitioners Act 2007
  - ☐ (b) Nurses Act 1985
  - ☐ (c) Nurses and Midwives Act 2011
  - ☐ (d) Dentists Act 1985
  - ☐ (e) Health and Social Care Professionals Act 2005
  - ☐ (f) Pharmacy Act 2007
  - ☐ (g) Pre-Hospital Emergency Care Council Order 2000 ( S.I. No. 109 of 2000)
  - ☐ (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 ( S.I. No. 575 of 2004)

\*Please provide **FULL DETAILS** of relevant work/activities carried out for vulnerable persons in your organisation

### Part 3 – Declaration

I hereby certify that the information provided in this form is true and correct.

I declare that the identity documents submitted in support of this application are true copies of the original documents.

Signed:

---

Print Name:

---

Date:

---

PLEASE PRINT OFF FULLY COMPLETED FORM AND COPIES OF IDENTITY DOCUMENTS OF THE PERSON RESPONSIBLE FOR COMPLIANCE IN YOUR ORGANISATION (TO INCLUDE PASSPORT/DRIVING LICENCE AND PROOF OF ADDRESS, IE. UTILITY BILL DATED WITHIN PAST 6 MONTHS) AND POST TO REGISTRATION SECTION, GARDA NATIONAL VETTING BUREAU, RACECOURSE ROAD, THURLES, CO. TIPPERARY. E41 RD60.

PLEASE MAKE SURE THAT ALL MANDATORY FIELDS ARE COMPLETED AND THAT IDENTITY DOCUMENTS AND PROOF OF ADDRESS ARE ATTACHED.

FAILURE TO FULLY COMPLETE THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND UNNECESSARY DELAYS IN THIS APPLICATION BEING PROCESSED.