

eVetting Invitation Help Content

User Guide


Garda National Vetting Bureau
Date: May 2025



An Garda Síochána
Ag Coinneáil Daoine Sábháilte - Keeping People Safe





 If there are problems with how this message is displayed, click [here](#) to view it in a web browser.



The National Vetting Bureau of An Garda Síochána

Dear Joe Bloggs,

This is your vetting application which you have consented to and submitted through **ABC Ltd**. The application tracking number is **ABC001-20250405-00002**.

Vetting Checklist

Please ensure you have the following information ready:

- List of names that you are also known as i.e. maiden name, the name on your birth certificate.
- Previous addresses since birth.
- Passport Number (where applicable).
- The following information is required in relation to your application:

How to access the website

You will receive an invitation email containing a secure link to your online vetting application. This email will be sent to the email address you provided to the relevant organisation.

- Vetting Invitations can only be initiated by a relevant registered Irish organisation. They cannot be created by an individual.
- This link can only be accessed by the Vetting Applicant using secure login details

name change by deed poll, nickname or name you are commonly known as otherwise.

outcome.

This application will expire in 30 days or on 09/05/2025.

To continue with the vetting process, please click the link below.

[Click here to complete application.](#)

If you experience any difficulties completing the application or if you have any queries, please contact **ABC Ltd**. Please note that a vetting disclosure issues in respect of every vetting application.

You can track the progress of your application here. [Click here to track your application.](#)

You can also use this link to track the current status of your vetting application.

click [here](#). Applicants should

Regards



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Complete Application

On commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016, the National Vetting Bureau will provide Garda Vetting applicants with the ability to apply online using our eVetting facility.

To use our eVetting service you must:

- Be over 16 years old
- If aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- Have access to a valid email address
- Have access to the internet
- Have completed the "Proof of Identity" process

To complete your eVetting application, you will require the following information:

- Your name(s) and any other name(s) you are known as or have been known as
- Gender
- Date of Birth
- City/Town and Country of birth
- Mother's surname at birth
- Passport Number where applicable
- Job role
- All addresses from birth are required (Irish and international). No gaps are permitted from year of birth to the current year.
- Particulars of any criminal record (if any)

Please ensure all details populated in the application are correct before submitting the form. If any pre-populated information is not valid, please cancel your invitation via the "cancel invitation" button within the form and contact the registered organisation.

You have 2 hours to complete your eVetting application.

Please enter your details as requested, confirm you have the above information ready, and then press the Enter button to begin the application.

Application Id ABC001-20250405-00002

Email

Date of Birth

dd/mm/yyyy

☐ Please tick this box to confirm you have gathered all the information listed above to begin this application.

Reset

Enter

BEFORE YOU START!

You need the following to complete this online form. The form **MUST** be completed in a single session, you cannot part save an application. You have 2 hours to complete all screens.

How to Log On

Enter your email address here. This is the email address you provided on the Vetting Invitation form.

Enter your date of birth here in this format:
DD/MM/YYYY

Before you log into your online Vetting Application, you must confirm that you have gathered all of your required details from the list above.

Press "Enter" to login or "Reset" to clear the fields and start again!



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Preliminary Questions

- Other than the Republic of Ireland ☐ No
have you lived in any EU state or ☐ Yes
in England, Scotland, Wales or
Northern Ireland?
- Does this role involve working ☐ No
with children? ☐ Yes

These questions are mandatory and must be answered before you can proceed to the next page of your online vetting Application.

Cancel Invitation

Quit and Start Again

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You can cancel your application at any time by clicking on the 'Cancel Invitation' button. You must outline the reason for cancelling the application.

Be aware, this will permanently cancel this Vetting Application.

If at any stage of the process, you need to leave this application to attempt to complete it later, please use this option.

Be aware, your progress thus far will not be saved and you will have to start from the beginning.



Shaded/pre-filled fields are locked and cannot be altered.

If the data is incorrect, **DO NOT** continue, please contact your relevant organisation. They will have to send a new corrected application form.

Select from the options available.

Also Known As

Are you or have you ever been known by any other names. i.e. married name, divorced name, changed by deed poll, nickname or name you are commonly known as other than your given name.

Enter these names here. When you enter an alias, you must click 'Add' for it to be recorded.

Birth Details

City/Town of Birth – The city/town of your residence on your date of birth.

Country of Birth – Select your country of birth from the list.

Passport Number – If a passport number is provided, an additional field for Passport Issuing Country will be displayed and must be completed.

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Name

Forename(s): Joe

Middle Name(s):

Surname: Bloggs

Gender:

Name at Birth ☒ No Is this the same as current name?

Forename(s): Enter forenames...

Middle Name(s): Enter middle names...

Surname: Enter family name...

Also Known As

Name/Alias:

Add Clear

Birth Details

Date of Birth: 01/01/1980

City/Town of Birth:

Country of Birth: Ireland

Passport Number:

Mother's Birth Surname:

Mother's Forename:

Are details of the second parent known? ☒

Father's Surname:

Father's Forename:

Name at Birth

Where your name at birth is the same as your present name, select 'Yes' and your current Name details will populate these fields.

If no, please enter details in the fields provided.

Your date of birth cannot be altered.

If your date of birth is incorrect, the Vetting Application is invalid. **DO NOT** continue, please contact your relevant organisation. They will have to send a new corrected application form.

Birth Details cont.

Mother's Birth Surname and Forename – Enter your mother's Birth Surname and Forename as recorded on your birth certificate.

Father's Surname/Forename – Enter your father's Surname and Forename as recorded on your birth certificate. If the father's details are unknown select 'No'.



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Preliminary Questions Personal Information Addresses Self Disclosed Criminal Record Preview & Submit

Current Address Of no fixed abode? ☐ Yes ☒ No

Year From: 2019

Line 1: main Street

Line 2: Thurles

Town/City: Co Tipperary

Region/State:

Line 5:

Postcode/Zip code: E41 ABC1

Is this address correct? ☒ Yes ☐ No

Please validate the country of your current address: Ireland

The data in the Current Address is pre-filled by your relevant organisation and cannot be altered.

You **MUST** confirm your current address is correct.

If the data is incorrect, **DO NOT** continue, select No. you will then have to contact your relevant organisation. They will have to send a new corrected application form.

Select the Year that you started living at your current address.

Please select the relevant country from the drop down list, to confirm the country where this address is located.

Is this address correct? ☒ Yes ☐ No

Please validate the country of your current address: France

Enter the town of your current address: Choose city/town...

Previous Addresses ☐ Yes ☒ No

Country: France

Line 1: Nîmes

Line 2: Paris

Town/City: Reims

If an EU State or the United Kingdom is selected, you will also be asked to enter the town for your current address.



You **MUST** provide all addresses from birth to present.

You have already provided and confirmed your current address, which is listed in the table at the bottom of the screen.

Now, please provide a complete address history. Ensure that all years are covered and that there are no gaps.

You **CANNOT** proceed to the next section till all years are covered in the list at the bottom of the screen.

Year From and Year To fields are mandatory for each address entry.

Addresses can overlap in years as a Vetting Applicant could have lived in multiple addresses i.e. home and college address.

You must click 'Add New Address' in order for each address to be added to the list at the bottom of the screen.

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Preliminary Questions Personal Information **Addresses** Self Disclosed Criminal Record Preview & Submit

Current Address Of no fixed abode? ☐ Yes ☒ No

Year From: 2019

Line 1: main Street

Line 2: Thurles

Town/City: Co Tipperary

Region/State:

Line 5:

Postcode/Zip code: E41 ABC1

Is this address correct? ☒ Yes ☐ No

Please validate the country of your current address: Ireland

Previous Addresses Of no fixed abode? ☐ Yes ☒ No

Country: Ireland

Line 1:

Line 2:

Town/City:

County:

Eircode:

Year From: Choose year from...

Year To: Choose year to...

Add New Address Clear

Resident From	Resident To	Address	Eircode/Postcode
2019	2025	main Street, Thurles, Co Tipperary, Ireland.	E41 ABC1

If any of your addresses are 'No Fixed Abode' select 'Yes' here.

You are still required to enter a country, line 1, and line 2 for all No Fixed Abode addresses.

For each Irish address, Line 1 and Line 2 are mandatory and must be completed.

Please provide as much detail as you can remember. It is highly recommended that you write out your address history before logging in to complete your Vetting Application.

Enter in an Eircode if applicable.



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Preliminary Questions Personal Information **Addresses** Self Disclosed Criminal Record Preview & Submit

Current Address Of no fixed abode? ☐ Yes ☒ No

Year From: 2019

Line 1: main Street

Line 2: Thurles

Town/City: Co Tipperary

Region/State:

Line 5:

Postcode/Zip code: E41 ABC1

Is this address correct? ☒ Yes ☐ No

Please validate the country of your current address: Ireland

Previous Addresses Of no fixed abode? ☐ Yes ☒ No

Country: France

House number/name

Street Address

Town/City: Choose city/town...

State/Region

Postcode

Year From: Nîmes

Year To: Paris

Reims

Rennes

Saint-Étienne

Add New Address

Resident From	Resident To	Address	Eircode/Postcode
2019	2025	main Street, Thurles, Co Tipperary, Ireland.	E41 ABC1

House number/name, Street Address, Town/City are mandatory fields.

Select a **Town/City** from the dropdown list provided. If a town/city is not within the list, please type one in instead and press enter.

If the country of the previous address is within an EU State or United Kingdom, the address layout will change.



Previous Addresses

III No Of no fixed abode?

Country: Ireland

Line 1:

Line 2:

Town/City:

County:

Eircode:

Year From: Choose year from...

Year To: Choose year to...

Add New Address

Clear

Resident From	Resident To	Address	Eircode/Postcode	
2019	2025	main Street, Thurles, Co Tipperary, Ireland.	E41 ABC1	
2015	2019	45, Premier Road, Paris, France.	12345	Delete
2010	2012	Dublin Road, Cork City, Cork, Ireland.		Delete
1980	2014	Church Road, Birr, Offaly, Ireland.		Delete

An Identity Document section will appear for each EU state that is listed in your address history. This will include the United Kingdom.

Added addresses will be displayed within this table. If you see a mistake in what you have entered, you can delete the address and go up and re-enter it.

Select an Identification Document Type from the drop down list provided.

Then enter the associated number for this document.

Previous Address - Identity Documents Details

Country of previous address : France

Do you have an identity document associated with this country? Yes III

ID Document Type

Please state at least one identity document for each previous country. If you do not have an Identity Document associated with the country, select No.

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Preliminary Questions Personal Information **Addresses** Self Disclosed Criminal Record Preview & Submit

Current Address Of no fixed abode? ☒ No

Year From: 2019

Line 1: main Street

Line 2: Thurles

Town/City: Co Tipperary

Region/State:

Line 5:

Postcode/Zip code: E41 ABC1

Is this address correct? ☒ Yes ☐ No

Please validate the country of you current address: Ireland

Previous Addresses Of no fixed abode? ☐ No

Country: United States

Line 1:

Line 2:

Town/City:

Region/State:

Postcode/Zip code:

Year From: Choose year from...

Year To: Choose year to...

Add New Address **Clear**

Resident From	Resident To	Address	Eircode/Postcode
2019	2025	main Street, Thurles, Co Tipperary, Ireland.	E41 ABC1

If the previous address is based outside of the EU, UK and Ireland, the address format will be different.

Remember to click 'Add New Address' in order for each address to be added to the list at the bottom of the screen.

Click 'Clear' to clear the fields.

For each Irish address, Line 1 and Line 2 are mandatory and must be completed.

Please provide as much detail as you can remember. It is highly recommended that you write out your address history before logging in to complete your Vetting Application.

Enter in an Postcode/Zip Code if applicable.



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Criminal Record

Have you any convictions in Ireland or elsewhere?

Date

Court Name

Offence Summary

Court Outcomes/Cases Pending/Appeals

If the date is known, please provide the exact date.

Otherwise, please provide a close approximation.

If you have any convictions in Ireland or elsewhere, please select Yes.

You will be provided with fields to add the details of these convictions.

Click 'Add' to record each conviction or case pending declared.



Complete Application



Application Id: ABC001-20250405-00002

Previously lived in UK or EU? Yes

Does this role involve working with children? Yes

Name: Joe Bloggs

Gender: Male

Name at Birth: Joe Bloggs

Date of Birth: 01 January 1980

Birth Place: Dublin Ireland

Passport Number: p12345678

Passport Issuing Country: Ireland

Mother's Maiden Name: Ryan

Mother's Forename: Mary

Father's Surname: Bloggs

Father's Forename: Michael

Address(es)

Resident From	Resident To	Address	Eircode/Postcode
2019	Current	main Street, Thurles, Co Tipperary, Ireland.	E41 ABC1
2015	2019	45, Premier Road, Paris, France.	12345
2010	2012	Dublin Road, Cork Cirty, Cork, Ireland.	
1980	2014	Church Road, Birr, Offaly, Ireland.	

Identity Document List

ID Document Country	ID Document Type	ID Document Number
France	Driving licence	D98765432

Criminal Record(s) None

Notice: Pursuant to Section 26(b) of the National Vetting Bureau (Children & Vulnerable Persons) Act, 2012, it is a criminal offence to knowingly make a false statement in this application.

Summary

Here you will see all the data you have provided.

You can edit any data that you have entered by clicking 'Previous' and going back to the data that you wish to correct.

If everything is complete and correct, click 'Finish' to submit your application.

To print a copy for your records, click 'Print'.

Cancel Invitation

Quit and Start Again

Print

Previous

Finish



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