



Transition Year Garda Vetting

Please follow the instructions attached carefully.

All forms are processed through the school. They can be dropped into the TY office, at the school reception, clearly marked:

C/O the TY coordinator.

The next contact will be Via Parent Email from the JMB or from the Garda vetting office.

GARDA VETTING FOR HOST FAMILIES – WHAT TO DO?

Many thanks for expressing an interest in becoming a Host Family, please see the following points in relation to the Garda Vetting process in Belvedere College S.J

In order to apply for Vetting as a Host Family, the following steps must be taken:

- All family members must be declared to the College and an application made for Vetting for each member over the age of 16
- While family members could have current and previous Vetting carried out via a different Organisation, all Vetting must be undertaken through Belvedere College S.J
- Please refer to the Garda Vetting Steps document attached when filling out the **NVB1 Form** (Parents/Guardians/Siblings over the age of 18)
- For Family Members between the ages of **16-18** the **NVB1 Form** *and* the **NVB3 Form** must be completed by Parents/Guardians acknowledging consent of the application on their behalf.

In this case please note: **NVB1 FORM** must contain the email address of the Parent/Guardian only

If your Son is currently a Student in Belvedere College S.J- they do not need to provide I.D as a letter from the Headmaster confirming this will be provided.

GARDA VETTING FOR TRANSITION YEAR STUDENTS – WHAT TO DO?

- Please be advised that vetting cannot be processed for anyone under the age of 16.
- Applications for Garda Vetting for Students cannot be processed until after the exact date they turn 16 years of age.
- As the process has a likely duration of at least 4-6 weeks – Parents must be mindful of this and ensure all applications are submitted as soon as possible
- Students do not need to provide identification as a letter from the Headmaster confirming such will be provided
- As above- anyone over 16 and under the age of 18 must have a completed **NVB1 Form** + **NVB3 Form** (Parent/Guardian Consent Form)

If you have any further queries in relation to the process please contact
vettingEV@belvederecollege.ie

Note

For Item 3: the Cover letter will be attached to the forms once they have been handed in to the school.

For Item 6: The email address provided on NVB must be the email for a parent/Guardian, not the student's email address.

This will be the contact email through which the National Vetting Bureau will contact you.

For Item 6: this is extremely important. If not completed properly the form will just be returned to the school.

Examples :













- Working with children in a primary school setting
- Working with Children in a sport club setting
- Working with Vulnerable adults in a nursing home

For Item 8: Please write Belvedere College SJ

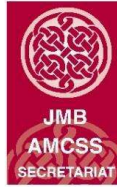
The full process can take between 2-4 weeks to complete.

TY/LCA Forms

It would help greatly if NVB 1 and NVB 3 forms are on separate pages, not back to back and not stapled together.

1	The NVB1 form must be a JMB form . (https://www.jmb.ie/Site-Search/resource/1563)	
2	NVB3 form must be attached if the applicant is under 18. (https://www.jmb.ie/Site-Search/resource/1564)	
3	The vetting form must be accompanied by a cover letter on school headed notepaper signed by the principal and in the correct format as shown on the JMB website. (https://www.jmb.ie/Site-Search/resource/1561)	
4	Proof of identity not needed for students. Cover letter confirms that students are currently enrolled in the school.	
5	If the applicant is under 18 years old their parent's/guardian's email address and phone number must be given, not the student's.	
6	Email addresses should be written clearly.	
7	Role being vetted for: 'TY work experience will not suffice', nor will 'working with children and vulnerable adults'. You must give more detail, i.e.: 'working in a primary school' or 'working in a nursing home'. Vetting is only possible if working with children or vulnerable adults, not for working in an office, shop, solicitor's office etc.	
8	'Name of Organisation' is the school the student attends, not the placement school or organization.	
9	Applicants must sign the vetting form and date it on the day of signing.	
10	Applicants must be over 16 on day of signing.	
11	Applicants under 16 cannot be vetted.	
12	Photocopies or scans will not be accepted, the vetting form must be the original and completed in black or blue ink.	

Joint Managerial Body
Emmet House
Milltown
Dublin 14 V3K8



JMB Ref:

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

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

Date: / /

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.

**PARENT/GUARDIAN CONSENT FORM (NVB 3)****Applicant Details**

Forename(s):																				
Surname:																				
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y										

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																				
Surname:																				
Relationship to applicant:	Father:	<input type="checkbox"/>	Mother:	<input type="checkbox"/>	Guardian:	<input type="checkbox"/>														
Address:																				
Line 1:																				
Line 2:																				
Line 3:																				
Line 4:																				
Line 5:																				
Eircode/Postcode:																				

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian
Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y					
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