



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Information and Guidelines on the Garda Vetting Process

PLEASE READ CAREFULLY

Summary of The Garda Vetting Process

There are four stages in the Garda Vetting process:

STAGE ONE	<p>Read the Information and Guidelines on the Garda Vetting Process document.</p> <p>Complete the following documents:</p> <ul style="list-style-type: none"> • Vetting Invitation Form (NVB1) • Student Vetting Declaration Form (TCD_V1) • Parental Consent Form (only required if you are under 18 years of age)
STAGE TWO	<p>Send or bring the completed forms, the documents to validate your identity and your Police Clearance Certificates (if applicable) to Academic Registry Watts Building Trinity College Dublin 2 Ireland.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If you have lived outside of Ireland for more than 6 months since the age of 18 you must provide Police Certificates for all such countries. See page 4 for further information. • Details of what documents are required are set out on Page 3.
	<p>Important: Until you have completed Stages One and Two you will not be able to complete your online registration.</p>
STAGE THREE	<p>Within 3-4 days of submitting your forms to the Academic Registry you will receive an email from evetting.donotreply@garda.ie (to the email address you provided on the Invitation Form) asking you to complete the online Garda Vetting Form. You must complete the online form IMMEDIATELY when you receive the email and submit it.</p> <p>The completed on-line form is then submitted to the National Vetting Bureau for processing. This process takes 5 – 10 days.</p>
STAGE FOUR	<p>Once your form has been processed the National Vetting Bureau will issue a Vetting Disclosure which will be sent to you by the Academic Registry.</p> <p>Important: Until you receive the Disclosure you will not be permitted to participate on any placements associated with your course.</p>

How to complete your Student Vetting

Why do I need to do this?

Trinity College has a responsibility to ensure appropriate checks have been carried out on all students who, as part of their studies in Trinity College, will meet Children and/or Vulnerable Adults. Vetting is carried out by the National Vetting Bureau (NVB).

Please note that you will not be permitted to begin your placement until your student vetting application is processed and approved in accordance with our Student Vetting policy.

What must I Do?

1. Complete Vetting Invitation Form **NVB1**.
2. Complete the Student Vetting Declaration Form **TCD_V1**.
3. Supply Two forms of **Identification** (ID) (Further information below)
 - a. Photo ID and Date of Birth (must be passport or Driving Licence)
 - b. Document showing your current address*.
4. If you have lived outside Ireland for more than 6 months, since the age of 18, you must also provide **Police Clearance Certificates** for all such countries. (Further information below).
5. If you are under 18 years of age, you must complete form **NVB3** – Parent/Guardian Consent Form to accompany your application to be vetted.

*It is not mandatory for non-EU students to have a current Irish address but if you have one please enter it on the form.

Acceptable Documents to Verify ID and Current Address

You must provide us with **certified** copies of **two** forms of ID as follows: (NB Do not send original documents)

1. **Photo ID**, either of the following:
 - Passport
 - Driving Licence
2. A **document showing your name and current address** e.g. one of the following:
 - CAO offer notice
 - Bank statement
 - Lease for rented accommodation
 - Utility bill

Documents can be certified (**i.e. stamped and signed**) by any of the following

- Trinity College – Academic Registry (you can call in person with your original documents and they can be copied and the originals returned to you. Please see <http://www.tcd.ie/academicregistry/service-desk/> for Student Desk Opening hours).
- A Garda Síochána/ Police Officer
- Practising Chartered and Certified Public Accountants
- Notaries Public/Practising Solicitors
- Embassy/Consular Staff
- Regulated Financial or Credit Institute
- Justice of the Peace
- Commissioner of Oaths
- Medical doctor

Residence Outside Ireland

If you have lived outside of Ireland for more than 6 months since the age of 18 years you must supply Police Clearance Certificates for all such countries.

These documents should be submitted to the Academic Registry when you are submitting your completed forms and other documents.

You will need to contact the policing body in your own country for details but the following links may help:

A-Z list of countries and how to get Police Certificates

(<http://www.cic.gc.ca/english/information/security/police-cert/index.asp>)

UK Police Certificates

(<https://www.mygov.scot/disclosure-types/>)

These links are for information only. Trinity College has no affiliation with or connections to any information on these websites.

Students from North America:

- US students must submit State or Federal police certificates.
- Canadian students must submit Province or RCMP certificates.

Student Vetting Declaration Form TCD-V1

Section A: Identification	Tick the two forms of ID you are presenting.
Section B: Residence outside Ireland	Tick the box if you have lived outside Ireland for more than 6 months since the age of 18, and list all countries in which you have lived and the dates you lived there (e.g. January 2016-June 2016).
Section C: Sharing of Information	Give your consent for Trinity College to share your information as disclosed by the NVB, with the organisation(s) with which you will be working with children and/or vulnerable adults. If you do not consent, this may prevent you from going on placements and completing the programme.
Section E: Confirmation and Signature	Confirm that you understand and accept each of the statements by ticking the box. Sign and date the form (the date you completed it).

Parent/Guardian Consent NVB3 Form

If you are under 18 years of age, your parent/guardian must complete form **NVB3** and you must return it with form **NVB1**.

Important: If you are under 18 you must enter your Parent/Guardian's email address on the Vetting Invitation Form (NVB1). The electronic correspondence will be sent to their email address.

Applicant details	Your parent/guardian must fill in your name and date of birth.
Parent/Guardian details:	He/she must fill in his/her <ul style="list-style-type: none">• Name• Relationship to you• Address
Parent/Guardian consent	Finally, your parent/guardian must sign to say they consent to your being vetted.

Is there help with filling in the forms?

1. There are guidelines attached to the Vetting Invitation Form (NVB1) to assist with the completion of that form.
2. There is also a User Guide available for completing the online Vetting Form at <https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>

How long does the process take?

- Within 24 hours of receipt of the correct and complete documentation the check on your student record will be removed and you will be able to complete the online registration process.
- Normally within 3-4 days*of submitting your completed forms and documents to the Academic Registry you should receive an email asking you to complete the online vetting form.
- When the completed online form is submitted to the National Vetting Bureau you will receive an email from them acknowledging receipt of the form.
- You can track your application online at <https://vetting.garda.ie/Track>
- Once the vetting process has been completed you will receive an email confirming that a Vetting Disclosure has been sent to the Academic Registry. This can take between 5 – 10 days*.
- Finally, a copy of your Vetting Disclosure will be emailed to you by the Academic Registry.

*Processing times can vary depending on the time of year and the volume of forms being submitted.

Where do I return the forms?

Service Desk, Academic Registry, Watts Building, Trinity College, Dublin 2.