



## **e-Vetting Instructions for Staff**

Maynooth University uses the National Vetting Bureau's e-Vetting system to vet staff members and/or third parties who are employed/engaged in an area where they will have access to children and/or vulnerable adults.

To commence the vetting process, please read and follow these instructions:

### **STEP 1: Complete 'Vetting Invitation Form' (NVB1)**

**The person to be vetted (the 'vetting applicant') must complete a short Vetting Invitation Form (NVB1) which is available by clicking [here](#) on the Human Resources webpage.**

- The form must be completed in BLOCK CAPITALS.
- Where the vetting applicant has a University staff number, this should be provided in the section of the form entitled 'Your Ref'. Where the vetting applicant does not yet have a staff number, this section should be left blank.
- The vetting applicant will be required to provide an email address. This should be the address of an email account that is regularly accessed and checked by him/her.
- Details of the "Role Being Vetted For" must be provided (i.e., Job Title).
- The vetting applicant must tick the box to confirm that he/she consents to the application and to the disclosure of information to the Maynooth University Authorised Liaison Person.
- The form must be signed and dated by the vetting applicant in order to be processed.
- The form must be submitted in original hard copy format to the Staff Vetting Office as soon as possible along with identification documentation.

### **STEP 2: Submit Vetting Invitation Form (NVB1) to the Staff Vetting Office along with Identification Documentation including Photo, Proof of Name, Date of Birth and Current Address**

- The vetting applicant must submit, in person, the Vetting Invitation Form (NVB1) in original hard copy format along with original/certified copy of<sup>1</sup> identification documentation to the Staff Vetting Office (Room 122, First Floor, Callan Building). All documentation must be in date. Page 3 provides information regarding identification documentation requirements.
- The vetting applicant's identification documentation will be photocopied and stored for the purposes of vetting only.

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<sup>1</sup> The certified copy of the original identification document will include a statement that an appropriate person from the list below has sighted the original document and believes the copy to be a true copy of that document. The following individuals may certify a document:

- A member of An Garda Síochána (signature, date stamp and number)
- A Solicitor/Commissioner for Oaths (signature, date and stamp /registration number)
- A Peace Commissioner (signature, date and name in block capitals).

### **STEP 3: Completion of e-Vetting Application Form**

- Having submitted his/her Vetting Invitation Form (NVB1) and completed the identification verification process, the vetting applicant will receive an email from the National Vetting Bureau (NVB) of An Garda Síochána inviting him/her to complete an e-Vetting Application Form.
- This online form is accessible via a link provided in the email. The link will expire within 30 days so it is essential that the form is accessed and completed as soon as possible. The vetting process cannot be carried out unless the form is completed.
- The vetting applicant will be asked to input personal biographical details, including the postal addresses of all locations where he/she has lived since birth. The vetting applicant will also be asked if he/she has a criminal record. If the answer is YES, he/she will be asked to provide details.
- Once the vetting applicant submits his/her e-vetting application online, it will be reviewed by the Maynooth University Liaison Person and then processed by the NVB.
- When the application is processed by the NVB, the vetting applicant will receive an email from the NVB stating that his/her vetting disclosure has been issued to the University. The vetting disclosure will be reviewed by the Maynooth University Liaison Person and thereafter, a copy of same will be emailed to the vetting applicant. The vetting applicant's Department will also get an update from the Maynooth University Liaison Person to advise that the vetting process has been conducted.
- The vetting disclosure is an important document and proves that the vetting applicant was vetted as of the date on the disclosure. If there is information on the vetting disclosure that warrants further discussion/action, the Maynooth University Liaison Person will follow up with the vetting applicant and any other relevant parties as appropriate.

**The National Vetting Bureau has prepared a useful User Guide to assist vetting applicants in completing the e-Vetting Application Form using the e-Vetting system. The Guide is available via the following link: <https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>.**

See <https://vetting.garda.ie/Help/FAQ> for further information on vetting.

## Providing Identification Documentation for the e-Vetting Process

The '100 point check' is a personal identification system recommended by An Garda Síochána to verify the identity, including the date of **birth and current address**, of vetting applicants. In order to be vetted, vetting applicants are required to present **one form of up-to-date photographic evidence along with evidence of name, date of birth and current address** to the Relevant Organisation (the university) – a minimum total of 100 points from the '100 point check' is required. All forms of identification documentation must be original or certified copies<sup>1</sup>.

A Marriage Certificate, Divorce/Separation Decree or Deed Poll is required as proof of surname that does not match the surname on the documents provided. Proof of current address must be dated within the last six months. Please note that mobile phone bills are not accepted as proof of current address.

Examples of adequate identification would be to provide a current Irish Driving Licence (new credit card format) and a Utility Bill (issued within the last six months) or an Irish Public Services Card along with a Birth Certificate and a Financial Institution Statement.

If you have any queries regarding identification requirements, please contact the Staff Vetting Office by email at [staffvetting@mu.ie](mailto:staffvetting@mu.ie) or by telephone at 01 708 6841.

Identification	Points
Irish Driving Licence or Irish Learner Permit (new credit card format)	80
Irish Public Services Card	80
Current Passport (from country of citizenship)	70
Irish Certificate of Naturalization	50
Birth Certificate	50
Garda National Immigration Bureau (GNIB) Card	50
National Identity Card for EU/EEA/Swiss Citizens	50
Irish Driving Licence or Learner Permit (old paper format)	40
<b>Employment ID</b>	
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25
<b>Letter from employer (within last two years)</b>	
<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	35
<b>P60, P45 or Payslip (with home address)</b>	35
<b>Utility bill e.g. gas, electricity, television, broadband (Must be less than six months old. Printed online bills are acceptable. Mobile phone bills are not acceptable.)</b>	35
<b>Public Services Card/Social Services Card/Medical Card</b>	25
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	40
<b>Bank/Building Society/Credit Union statement</b>	35
<b>Credit/Debit Cards/Passbooks (only one per institution)</b>	25

<b>National Age Card (issued by An Garda Síochána)</b>	<b>25</b>
<b>Membership Card</b>	
• Club, union or trade, professional bodies	<b>25</b>
• Educational institution	<b>25</b>
<b>Correspondence</b>	
• From an educational institution/SUSI/CAO	<b>20</b>
• From an insurance company regarding an active policy	<b>20</b>
• From a bank/credit union or government body or state agency	<b>20</b>
<b>Children under 18 years (any one of the following)</b>	
• Birth Certificate	<b>100</b>
• Passport	<b>100</b>
• Written statement by a Principal confirming attendance at educational institution on a letter head of that institution	<b>100</b>
<b>Recent arrival in Ireland (less than 6 weeks)</b>	
• Passport	<b>100</b>
<b>Vetting Subject is unable to achieve 100 points</b>	
• Affidavit <sup>2</sup> witnessed by a Commissioner for Oaths	<b>100</b>

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<sup>2</sup> An affidavit is a written sworn statement of fact voluntarily made by a person. It is a document that sets out in paragraph form the evidence that the witness wishes to give. Affidavits are usually written and prepared by a solicitor or a barrister after having obtained all the necessary information from the witness. The wording used in the affidavit will depend on the circumstances of the case. Your solicitor can give you more information on the wording that will be used.

When the affidavit is ready, the witness must go before a Commissioner for Oaths. The Commissioner for Oaths will check that the person swearing the oath has read the affidavit and fully understands the contents. The person will be asked to raise the Bible and to repeat the words of the oath. If the witness does not wish to swear an oath on the Bible, he or she may make an affirmation. He or she will then sign the affidavit.

The Commissioner for Oaths will verify that the affidavit was properly sworn by completing a '*jurat*' on the affidavit.