



## **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 on the Human Resources webpage via the following link <https://www.maynoothuniversity.ie/human-resources/garda-vetting-evetting>**

- 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 Human Resources office as soon as possible with identification documentation.

### **STEP 2: Submit Vetting Invitation Form (NVB1) to the Human Resources office with identification documentation and proof of address**

- The vetting applicant must submit his/her Vetting Invitation Form (NVB1) to the Human Resources office in original hard copy format and present originals of his/her identification documents and proof of address.
- The vetting applicant's identification documents and proof of address will be photocopied and stored for the purposes of vetting only. All documentation must be in date.
- Multiple forms of identification, including one photo document, must be provided. The system used to verify identification is the '100 Point Check'. See Page 3 of this document for further details.

### **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 in the Human Resources office 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 in the Human Resources office 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 Human Resources office 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 in the Human Resources office 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>.**

## Providing Identification Documents for a ‘100 Point Check’

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 as required. In order to be vetted, vetting applicants must present identification documents totalling 100 points. At least one form of photographic evidence must be provided.

An example of how to reach 100 points would be to provide a Driver’s Licence (in new credit card format) OR a Current Passport AND a recent Utility Bill.

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

Identification	Points
<b>Irish driving licence or learner permit (new credit card format)</b>	<b>80</b>
<b>Irish Public Services Card</b>	<b>80</b>
<b>Current Passport (from country of citizenship)</b>	<b>70</b>
<b>Irish certificate of naturalization</b>	<b>50</b>
<b>Birth certificate</b>	<b>50</b>
<b>Garda National Immigration Bureau (GNIB) card</b>	<b>50</b>
<b>National Identity Card for EU/EEA/Swiss citizens</b>	<b>50</b>
<b>Irish driving licence or learner permit (old paper format)</b>	<b>40</b>
<b>Employment ID</b>	
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	<b>35</b>
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	<b>25</b>
<b>Letter from employer (within last two years)</b>	
<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	<b>35</b>
<b>P60, P45 or Payslip (with home address)</b>	<b>35</b>
<b>Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)</b>	<b>35</b>
<b>Public services card/social services card/medical card</b>	<b>25</b>
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	<b>40</b>
<b>Bank/Building Society/Credit Union statement</b>	<b>35</b>
<b>Credit/debit cards/passbooks (only one per institution)</b>	<b>25</b>
<b>National age card (issued by An Garda Síochána)</b>	<b>25</b>
<b>Membership card</b>	
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	<b>25</b>

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