



DONNYBROOK PARISH
CHURCH OF THE SACRED HEART

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Garda Vetting Information

From

NATIONAL VETTING BUREAU. (NVB)

Applications are submitted electronically by the applicant.

Step 1: Applicants will receive an Invitation Form from the parish - NVB1 (attached herewith) *Note: An E Mail address is required.*

Step 2: Applicant must complete form and submit to the parish **in person** with proof of identity. (Cf. List of Proof of identity methods) ***NOTE: You must provide two forms of ID and score 100 points or more – see Scoring Sheet attached.***

Step 3: Form will be authenticated by Administrator and submitted to the Diocesan Office for Child Safeguarding and Protection (CSPS). A copy will be kept on the parish file. CSPS will forward the applications to the NVB.

Step 4: National Vetting Bureau will issue a Garda Vetting Form NVB 2 by E Mail to the applicant. This must be completed and submitted within 30 days.

Step 5: The Applicant will be notified by the NVB of the out-come of the vetting application by E mail. The Administrator of the Parish will also be notified via a confidential E Mail address set up for this purpose exclusively.