

ACCS-VET Procedure

This is the procedure to be followed by School Vetting Officers when processing Garda Vetting applications in your school.

Step 1

Applicant completes application NVB1 Form and Parental Consent Form NVB3 Form if applicant is between 16 and 18 years of age.

Garda Vetting Applicants will be informed they will receive their invitation e-mail from evetting.donotreply@garda.ie inviting them to complete the process by submitting their addresses from birth, mother's maiden name, etc. To access the invitation, the applicant is required to click on the link on the e-mail and enter their date of birth and the e-mail address they supplied on the NVB1 Form. They are also advised that a disclosure is issued on completion of the process

Step 2

School Vetting Officer verifies applicants I.D. through the 100 point system.

Transition Year/Leaving Certificate Applied/Leaving Certificate Vocational Programme students and work experience.

The documentation submitted at enrolment will suffice in terms of verifying the identity of these students for vetting purposes.

Step 3

School Vetting Officer verifies that they have conducted all of the necessary checks as follows;

- ✓ Confirm that the vetting subject has signed and dated the NVB1 form and consented to submit their details for e-vetting.
- ✓ Confirm that the identity of the vetting subject has been verified.
- ✓ Confirm that the position being vetted for is relevant work as per the National Vetting Bureau (Children and Vulnerable Persons Act) 2012.
- ✓ Confirm if the vetting subject is 16 or 17 years old, confirm that a completed and signed NVB3 (Parent/Guardian Consent) form from the relevant parent/guardian and the e-mail address provided is that of the Parent/Guardian.

Step 4

School Vetting Officer keeps a copy of the application and I.D. verification securely on file in the school records.

Step 5

School Vetting Officer logs on to ACCS-VET using unique link and password provided by ACCS. Your school details will be pre-populated on the on-line form.

Step 6

School Vetting Officer completes mandatory fields marked with an * and verifies that they conducted all the necessary checks on the declaration and submits.

NOTES:

- Note 1. You will receive an e-mail from evetting@accs.ie notifying you that a vetting request has been received. Please check that the details provided are correct and please get in touch as soon as possible to evetting@accs.ie if any edits are required.
- Note 2. You will receive a further confirmation e-mail when the vetting request has been processed.
- Note 3. School Vetting Officer can check the status of the application at any time using the individual application ID and Date of Birth.