HOW TO COMPLETE THE GARDA VETTING FORM

Dear parents,

This is a document to inform you of **the last changes to the vetting process** that have been introduced by the National Vetting Bureau as part of a European Union initiative on combating the sexual abuse and sexual exploitation of children and child pornography. This is a welcome initiative that extends the checks carried on those for whom vetting is being sought (the 'vetting subject') to all 27 EU countries, as well as the UK.

The new vetting arrangements came into effect on 7th July 2025.

To support these safeguarding enhancements, vetting subjects for roles with children who previously lived in an EU member state or the UK will now be required to provide more detailed information.

To facilitate these changes a new NVB1 form has been designed with a more detailed verification process. All old versions of the NVB1 will no longer be accepted.
Vetting subjects must now **present themselves in person** for verification of identity and address. There is a new Identity Document Schedule and only the listed documents are acceptable.
The valid documentation to attach with the application form should be **one for photo identification and another for proof of address** as it is shown in the table below:

Category	Document Type
	Photo Identification
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

PLEASE NOTE:

- Each organisation has an appointed representative who is responsible for confirming the identity of all vetting subjects prior to the vetting process. In the Junior School this person is Ms Laura Garcia, Secretary to the Principal.
- Make sure that your address and name matches in all documents.
- As a parent volunteering in the school, when completing the application form, the role being vetted for should be: ***Assistant in school activities and events*****,** otherwise your application won't be accepted.
- As a coach, please write the sport you are going to coach for: **rugby coach, GAA coach, tennis coach…**
- As a staff, please describe your role in the school.

Please find attached a copy of the new application form in case you want to be vetted in Willow. You can also download it in our website.

If you have any questions, please do not hesitate to contact me:
sec@willowparkschool.ie

Kind regards,

Laura Garcia

Principal's Secretary