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## **NRF E Vetting Process for Affiliates**

### **Useful Term Definitions:**

**National Vetting Bureau (NVB)** – formerly known as Central Vetting Unit

**Registered Organisation** – The National Recruitment Federation (NRF) is registered with the National Vetting Bureau (NVB) and will act on behalf of their Affiliates

### **BH – Batch Headers**

**Liaison Person NRF** – Garda approved and authorised contact person based in the NRF formerly known as the A.S

**Liaison Person Affiliate** – The person based in the Affiliate who is nominated as the Garda vetting person by the Liaison Person NRF

**Vetting Subject** – Applicant being submitted by the Liaison Person Affiliate for vetting

**Vetting Disclosure** – Results of vetting procedure. A vetting disclosure witch states that there is no criminal record or specified information in relation to this person, **or** details particulars of any criminal record or a statement of specified information witch NVB determine should be disclosed.

**1.** The affiliate shall invite the vetting subject to complete an NVB#1 form in hard copy format detailing the following 6 points of information:

- Name
- Date of Birth
- Email Address
- Contact number
- Role Being Vetted For
- Current Address

**2.** The affiliate will validate the identity of the vetting subject and information provided, evidenced by photo ID & proof of current address. A copy of NVB#1 form and proof of identity must be retained on file by the affiliate for the duration of which the applicant is employed with the affiliate.

**Note: This is a legal requirement**

**3.** The affiliate shall complete a Batch Header detailing the 6 points of information for each vetting subject.

4. The Liaison Person Affiliate must sign the declaration on the Batch Header verifying they confirm the applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

5. An excel and signed copy of the Batch Header is emailed to [gvs@nrf.ie](mailto:gvs@nrf.ie) or [vetting@nrf.ie](mailto:vetting@nrf.ie)

(You will be assigned and email address to send your Batch Header) .

Enquiries only to [Lorna@nrf.ie](mailto:Lorna@nrf.ie). The affiliate will not post the Batch Header, email only. The affiliate will not email or post applicants NVB#1 form (see point 2)

6. All applications must be paid prior to NRF processing the Batch Headers. All outstanding invoices issued prior to E Vetting must be paid in advance of submitting any new applications.

7. Liaison Person NRF will create an e-vetting invitation to the vetting subject using the 6 points of information provided on the Batch Header by the Affiliate and issue an invitation directly to the vetting subject via an email link

8. An electronic invitation via a secure email link will be issued to the vetting subject. The link will remain active for 30 days only. The vetting subject will receive a reminder @ 21days. **Note:** Status of the GV applications may be tracked by the Liaison Person NRF at all stages of the vetting procedures. The vetting subject will also be able to track their application.

9. The vetting subject will be required to complete in full, an online application for disclosure, including all personal addresses from birth to present and list any criminal records or convictions. **Note:** mandatory fields must be completed and cannot be left blank

10. Once completed, e signed and submitted, a notification email will be sent to the Liaison Person NRF, who will review the submitted application online, validated and once approved, submit to NVB for vetting.

11. Once vetting procedure is completed, NVB will issue a notification email with a link to download the disclosure document to Liaison Person NRF.

12. Disclosure documents will be downloaded in pdf format by the Liaison Person NRF and sent by email to the Liaison Person Affiliate.

13. The Liaison Person Affiliate should review disclosure and will be responsible for assessing the suitability of the vetting subject for the role.