



TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency



**EARLY
YEARS**
INSPECTORATE

**Guide to Applications for
Garda Vetting**

**for Early Years Registered
Providers & Childminders**

Contents

1.0	Introduction	3
2.0	Applications	4
2.1	Vetting process	4
	SECTION 0 - Instructions	4
	SECTION 1- General Information	5
	SECTION 2 - Personal Information.....	5
	SECTION 3 - Proof of Identity and Address.....	6
	SECTION 4 - Consent	7
2.2	Identity Verification.....	9
2.2.1	In Person by Tusla	9
2.2.2	Uploading Certified Copies of Identifying Documents.....	9
3.0	Garda Vetting and Registration	11
3.1	Registration/Registration Renewal and Change in Circumstance.....	11
3.1.1	Early Years and School Age Services.....	11
3.1.2	Childminders	11

1.0 Introduction

From 1st February 2025, Tusla provides a Garda Vetting Application Service for anyone who is a **Registered Provider of an early years service** (under Part VIIA of the Child Care Act 1991, as amended) or anyone who is **planning to submit an application to become a Registered Provider**.

Registered Providers include:

- Registered Providers of pre-school services
- Registered Providers of school age services
- Childminders
- Heads of Boards of management for childcare services where the person is the Registered Provider
- Other persons assigned to carry out quality assurance visits on behalf of the chairperson

We do not provide a Garda Vetting Application Service for anyone who is not registered or not intending to register as an early years registered provider.

Any vetting required for the staff members of early years services must be obtained from [Early Childhood Ireland](#) or, in the case of students on placement, the relevant third level educational institution.

People who **cannot** obtain Garda vetting though Tusla include;

- **Employees** of a childcare service
- **Volunteers** of a childcare service
- **Students** on placement or work experience at a childcare service
- **Emergency cover** people
- **Persons in Charge**

Further information on the changes as to which organisations will provide vetting for the childcare sector can be found on the government website here [Garda Vetting for the Early Learning and Care \(ELC\) and School Aged Childcare \(SAC\) sector](#)

It is important to note that **applications for Garda Vetting by Tusla** are managed by a different department to any **registration related application processes**.

In order to apply for Garda Vetting for the purpose of registration you will need to access the [Tusla Garda Vetting portal](#) If you have a Portal account linked with a Childminding application, your profile username and password will work for Garda Vetting. If you have any other type of Portal account, you will need to create a new profile for the purposes of applying for Garda Vetting.

2.0 Applications

The new Tusla Vetting Application Portal is available to facilitate Garda Vetting applications. This facility should only be used by persons who are on the Register of Registered Providers under Part VIIA of the Child Care Act 1991, as amended, or who are in the process of preparing an application to register to be a Registered Provider to apply for vetting for themselves.

Registered Providers include:

- Registered Providers of pre-school services
- Registered Providers of school age services
- Registered Providers of childminding services
- Heads of Boards of Management for childcare services where that person is the Registered Provider

Vetting is role specific and non-transferable and may not be used for any other purpose.

2.1 Vetting process

Once you have created a Portal Profile at <https://gardavetting.tusla.ie/app/main/vetting-invitation-request-form> you can complete a Vetting Request Form. This online form replaces the handwritten or typed NVB1 Form for vetting application. Only fully completed Vetting Request Forms, with required documentation, will be processed. Failure to complete all sections will mean the form cannot be submitted. You can save the form and return to it at a later time if required.

The form is split into sections 0-5. As Early Years Registered Providers must be over 18, only sections 0-4 will be visible to you:

SECTION 0 - Instructions

The form contains detailed instructions and links to assistance if required. It is recommended that you read the instructions thoroughly before completing the form.

This section also includes details regarding suitable identification documentation that you will need to complete the process.

SECTION 1- General Information

In this section you will indicate if this is the first time you have sought Garda Vetting via Tusla. You will also choose the purpose of the vetting application. Please select from the drop-down menus that you are applying for Early Years Service as a childcare service or as a childminder, and the role you have in that service. Once you have entered the service information, click 'save' to see the rest of the sections to complete.

1. Applicant - General Information


Is this a new vetting application with Tusla or is it a renewal of existing vetting with Tusla? *	What service referred you for vetting? *	Role being vetted for (no abbreviations) *
<input checked="" type="radio"/> New application <input type="radio"/> Renewal	Early Years Services	Combined Preschool and School Aged Service - Registered Provider
Name of relevant organisation	Name of your business *	
Tusla Child and Family Agency		

SECTION 2 - Personal Information


In this section you will enter your personal information, including name, date of birth and contact information. Mandatory fields are marked with a *. Your email and phone number used when creating your Portal profile will be prepopulated, you can edit these if required. **Please name matches in all documents provided and ensure that the address you enter in Section 2, exactly matches the address shown on your Proof of Address document.** Otherwise, your application may be returned for resubmission. This section is editable and will print on your NVB1 form. If any information is incorrect on the NVB1 form once submitted a new application for vetting will be required.

2. Applicant - Personal Information

Details of person who is to be vetted

Forename * 


Middle name

Surname * 

Date of birth *

Email *

Contact number *

Current Home Address: 

Address within the Republic Of Ireland? *
 Yes No

SECTION 3 - Proof of Identity and Address

Proof of Identity and Address: In this section you will upload proof of your identity, proof of your address and any additional support documents. Your identity documents will need to be verified by a member of Tusla staff. There are two options for Tusla verification.

- a. **Verification in Person** or
- b. **Verification by a registered certifier of documents**

More detail on document certification and verification is given in [section 2.2](#) of this guidance.

3. Applicant - Proof of Identity and Address

To establish your identity for vetting purposes, you must provide each of the following :

- Valid Photographic ID
 - The ID must show full name and date of birth.
- Proof of address
 - Must be dated within the last 6 months and match the name on your photographic ID.
 - Mobile bills, store card or catalogue statements are not acceptable.

If you upload **uncertified copies** of your documents and are an Early Years Services or Childminder applicant, you must attend an Early Years Vetting Office in person to verify your original documents (see the EY Vetting Guidance Document located [here](#) for details). For all other services, Tusla will contact you for an in-person meeting.

If you upload **certified copies** (stamped and signed by a commissioner of oaths, practising solicitor or notary public), you must post them along with your signed NVB1/NVB3 form to **Early Years Vetting, Children's Services Regulation, Floor 2, Estuary House, Henry Street, Limerick, V94 XT5F**.

Your vetting application will not proceed until this has been completed.

Provide details about how your documents are/will be certified *

- I will upload certified copies of my documents that have already been certified by a registered certifier of documents (e.g. commissioner of oaths, practising solicitor or notary public)
- I will upload original documents and have them certified by Tusla

A. Proof of identity * 

+ Add Files

B. Proof of address * 

+ Add Files

C. Additional supporting documents 

+ Add Files

SECTION 4 - Consent

In this section you are required to confirm your consent for Tusla to seek vetting from the Garda National Vetting Bureau. It is very important that you then print the completed form, sign it with pen and upload it on the Garda vetting application portal.

4. Applicant - Consent

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the national vetting bureau to the liaison person pursuant to section 13(4) (e) national vetting bureau (children and vulnerable persons) acts 2012 2016. *

Consent date

11/02/2025

Please download, print, sign and upload the applicant consent form (NVBI)

[Download NVBI form](#)

Signed applicant consent (NVBI) form *

[+ Add Files](#)

Next Steps

Your application expires after 180 days, if the consent date on your consent form is passed this number of days, you will need to complete a new application.

Once the vetting application is submitted and identity verified (see [identity verification below](#)), the vetting application will be provided to the Tusla Central Vetting Bureau who will upload it to An Garda Síochána. An Garda Síochána will provide you with a link to complete the vetting process. This link will expire after 30 days, if you do not complete the application within the 30 days, the link will not work. You will then have to re-apply on the Tusla Vetting Portal starting the Garda Vetting and Identification process again with a new form online. You will not receive a reminder from An Garda Síochána so please ensure you complete the vetting application when the link is received.

Once your application has been fully submitted to The Garda National Vetting Bureau (GNVB) you can track your garda vetting status by entering your application number and date of birth at this link - <https://vetting.garda.ie/Track>

When complete and actioned, An Garda Síochána will provide the resulting vetting disclosure to Tusla.

2.2 Identity Verification

2.2.1 In Person by Tusla

If you choose to be verified in person, you will need to upload true copies of your identity and address verification documents in the online form and select to have original documents certified by Tusla. You will then need to attend the Children's Services Regulation office in Limerick in person.

When you attend the Children's Services Regulation office in person please bring the following with you:

- The original versions of the documents uploaded to the Tusla Vetting Application Portal
- The original printed and signed NVB1 form from the Tusla Vetting portal, section 4 of the application process, containing the Tusla Vetting Application Portal reference number

Failure to bring the above documentation will result in you being turned away. Please ensure you bring the same documentation that was uploaded to the Tusla Vetting Application Portal.

At the Children's Services Regulation office, a certifying officer will verify the original documents against those uploaded to the Tusla Vetting Application Portal and confirm that the documents relate to you. They will also retain the consent document.

In person verification and certification can only be facilitated at the Children's Services Regulation office in Limerick at this time. Further locations will be added in the future and will be added here.

The details of the Children's Services Regulation office for in person verification and certification are:

*Urlár 2, Teach Inbhir, Sráid Anraí, Luimneach V94 XT5F
Floor 2, Estuary House, Henry Street, Limerick V94 XT5F*

Opening hours for verification and certification: Monday to Friday (except public holidays) 10.00-12.30 and 14.00-16.00

Please note that these hours of operation may be affected by holiday periods such as Christmas week. The office may also close due to unforeseen circumstances. It is recommended that you contact the office on 061 607 199 before attending to confirm that the office is open on your preferred date.

2.2.2 Uploading Certified Copies of Identifying Documents

If you choose to get your identity documents certified by an external certifier (solicitor, Commissioner of Oaths, Notary Public, or Peace Commissioner), you will need to get true copies of each document for identity and address **signed**, **clearly stamped**, and **dated** by the external certifier.

The external certifier must be presented with the original document and the copy by you, the person to whom they relate. The external certifier should certify each document copy by writing on it:

I certify that this is a true copy of the original document, which I have seen as presented by the person to whom the document relates.

Completion of the declaration must be completed by the external certifiers. Once you have uploaded the certified copies of the original identity and address documents to the Tusla Vetting Application Portal and have finalised the application you must post the following documents to the Early Years Vetting Unit at:

*Early Years Vetting Unit
Floor 2,
Estuary House,
Henry Street,
Limerick
V94 XT5F:*

- The **original** printed and signed consent document (NVB1) from section 4 of the application process
- The copies of your identity and address verification documents with the following on them:
 - 1) Original signature and stamp of the certifier
 - 2) Declaration by the person completing the certification of your documents.

The Early Years Vetting Unit aim to screen your application within 3 working days of you fully submitting your application, it is recommended you wait for the screening email prior to sending your documentation to reduce errors upon arrival.

It is recommended that you post the documents via registered post. The vetting application will not progress until the documents arrive at the Early Years Vetting Unit. Failure to post these documents to the Early Years Vetting Unit will result in the delay or failure of the vetting process.

If you need help in making your Garda Vetting Application, please note the following resources are available:

For any technical issues using the Tusla portal, you can contact Portal Support Team by calling 01 771 8570 (option 1) or email your issue to portalsupport@tusla.ie.

For any queries regarding the Garda Vetting Application or Identify Documents, you can contact Early Years Vetting Unit calling 061 607199 or by emailing your query to EY.Vetting@tusla.ie

For any queries regarding vetting completion or link being issued please contact Tusla Central Vetting Bureau tuslavetting@tusla.ie

For more information on Garda Vetting, please click [here](#) for the National Vetting Bureau frequently asked Questions.

3.0 Garda Vetting and Registration

None of the requirements to have Garda Vetting in place have changed as a result of Tusla offering a pathway to Garda Vetting for registered providers and childminders. However, some small additional options related to the Garda Vetting requirement for the Registered Provider will be available when making an application for Registration under the Child Care Act 1991, as amended.

3.1 Registration/Registration Renewal and Change in Circumstance

As part of a registration application to be on the register of Registered Providers for Childminding, Early Years Services or School Age Services you must upload proof of Garda Vetting for the named Registered Provider.

3.1.1 Early Years and School Age Services

If you have a valid Garda Vetting disclosure document for the **Registered Provider** obtained from Barnardo's, Early Childhood Ireland or another approved provider of vetting, you may upload this to the registration application portal if the disclosure is dated within 36 months of renewal registration application and was obtained for the purpose of your current role.

If you obtain Garda Vetting via the **Tusla Vetting** Application Portal, you will not ordinarily be provided with a copy of the disclosure document as it is non-transferable and is obtained for the sole purpose of inclusion on the register of Registered Providers. You will however receive an email from An Garda Síochána and Tusla confirming that the disclosure has been provided to Tusla. The confirmation email from An Garda Síochána or Tusla, including the Garda National Vetting Bureau (GNVB) reference number may be uploaded for any registration related applications in place of a disclosure document when vetting was obtained via Tusla.

Please keep a copy of the GNVB email to aid in any inspection by the Early Years Inspectorate.

3.1.2 Childminders

If you have a valid Garda Vetting disclosure document for the **Registered Provider** obtained from Barnardo's or Early Childhood Ireland for *the purpose of childminding (including as a childminder previously exempted from registration)*, you may upload this to the registration application portal if the disclosure is dated within 36 months of registration application. **Please note that a vetting disclosure obtained as an employee in a childcare service is not valid for use if you choose to register as a childminder.**

If you obtain Garda Vetting via the **Tusla Vetting** Application Portal, you will not ordinarily be provided with a copy of the disclosure document¹ as it is non-transferable and is obtained for the sole purpose of inclusion on the register of Registered Providers. You will however receive an email from An Garda Síochána and Tusla confirming that the disclosure has been provided to Tusla. The confirmation email from An Garda Síochána, including the GNVB reference number may be uploaded in your registration application in place of a disclosure document when vetting was obtained via Tusla.

Please keep a copy of the GNVB email to aid in any inspection by the Early Years Inspectorate.

¹ If a vetting disclosure is positive, i.e. a conviction or specified information is recorded the disclosure is required to be assessed by the CSR Positive Disclosures Review Team. This team will contact you directly with a copy of the disclosure. We will advise you if further information is required and the process involved in us considering the vetting disclosure. Please engage with this team if contacted, as your registration application is paused during this assessment and we do not want undue delay with your application request to register.

