



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**

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1.0 Introduction

From 1st February 2025 Tusla will commence providing the 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 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.

Welcome to the Tusla Vetting Portal

If you need to apply for Garda Vetting through Tusla, follow these simple steps. The application takes about 15–20 minutes, and you can save your progress at any time. You will also need access to a printer.

Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, additional personal details may be required to confirm your identity. The Act also requires Tusla to check and verify your identity before processing your vetting request.

To complete your Vetting Invitation Request, follow these steps:

Step 1: Provide general information

- Select the service that referred you for vetting.
- Choose or enter your role.
- If you are a Registered Affiliate Organisation, enter your GNVB Affiliate number.

Step 2: Enter your personal details

- Provide your full name (no initials), date of birth, and current home address.
- Your contact number and email will be filled in automatically from your Portal account but can be updated.
- If the applicant is 16 or 17 years old, enter the parent's or guardian's email and phone number.

Step 3: Upload proof of identity and address

You must provide at least one document from **Section A** and one from **Section B** to verify your identity. A full list of accepted documents is available [here](#) under the 'Verification of Identity' tab.

Section A: Photographic ID (must be valid and show full name & date of birth)

- Passport
- Driving Licence
- National Identity Card (EU/EEA/Swiss citizens)
- Garda National Immigration (GNIB) Card

Section B: Proof of address (dated within the last 6 months)

- Utility Bill (Gas, Electricity, Broadband - mobile phone bills are not accepted)
- Bank or Credit Union Statement
- Official letter from a Government Department (e.g., Revenue, Social Protection)

Additional documents (if applicable)

- **Marriage certificate** (if your ID documents are in a different surname)
- **Deed poll certificate** (if you have legally changed your name)
- **Commissioner of Oaths certification** (for certifying documents)

Vetting for transgender applicants

By law, you must provide all your previous names and addresses to An Garda Síochána's **National Vetting Bureau (NVB)** so your application can be processed correctly.

However, the NVB offers a **Sensitive Applications Process**, which allows you to share your previous name or gender only with the NVB and not reveal it on the Vetting Invitation Request form. It will also not be shared with the organisation requesting your vetting.

To use this process, contact the **NVB's Sensitive Applications Team on 0504-27300**. This ensures your details are handled privately while following legal requirements.

Step 4: Give your consent for vetting

- Tick the consent box to agree to the vetting process.
- Download and [print](#) the **NVB 1 form**.
- Check all details, sign, and tick the consent box in **Section 2**.
- Upload a clear scan or photo of the signed form to the portal.
- If the applicant is an adult, go straight to Step 6.

Step 5: Parent/Guardian consent (if applicant is 16/17 years old)

- Enter the full name, home address, and relationship of the parent/guardian giving consent.
- Their contact details cannot be changed as they must be the same as the ones entered in Step 2.
- Tick the consent box and download the **NVB 3 form**.
- Check all details, sign the parent/guardian consent section, and upload a clear scan or photo of the form.

Step 6: Submit your application

- Save your details and upload all required documents.
- Click **Submit**.
- Your application will have a unique reference number (found in your portal account and at the top of the NVB1 form). Keep this for future reference.

Important: You cannot submit your application without completing all required fields and uploading the necessary documents.

Step 7: Document verification

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 uploaded **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 the Tusla office (see Section 3 of the form below for the office address).

Your vetting application will not proceed until these steps are completed.

What happens next?

After Tusla processes your application, you will receive an email from evetting.donotreply@garda.ie with a link to complete your full e-vetting application with An Garda Síochána's National Vetting Bureau. You can avoid this email going to your spam folder by adding the address to your contacts.

You will need to provide:

- Birth name (if different)
- Other names used (nicknames, aliases)
- Place and country of birth
- Passport number (if available)
- Mother's maiden name
- Full address history (including outside Ireland)
- Any criminal history (if dates are unknown, write 'Cannot remember')

If you need help:

- **eVetting User Guide** - Read the [National Vetting Bureau's eVetting User Guide](#)
- **General information** - Read the [National Vetting Bureau's Frequently Asked Questions \(FAQ\)](#)
- **Technical issues** - Call the Tusla Portal Support Team at **01 771 8570 (option 1)** or email portalsupport@tusla.ie
- **Tusla Vetting queries** - Email Tusla's Vetting Bureau at tuslavetting@tusla.ie

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? * ?

New application Renewal

What service referred you for vetting? *

ACTS

Role being vetted for (no abbreviations) *

Select

Name of relevant organisation

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.

2. Applicant - Personal Information

Details of person who is to be vetted

Forename * ?

Middle name

Surname * ?

Date of birth *

Select a date

Email *

Contact number *

Current Address: ?

Address within the Republic Of Ireland? *

Yes No

Type address or Eircode to search... ?

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 and upload it on the GV 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

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 (NVB) 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 consent document 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

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.

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 from section 4 of the application process
- The original certified copies of your identity verification documents with the signature and stamp of the certifier as uploaded in section 3 of the application process

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 Tusla Central Vetting Bureau by emailing your query to 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.

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 childcare.

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 confirming that the disclosure has been provided to Tusla. The confirmation email from An Garda Síochána, 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.

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 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.

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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.