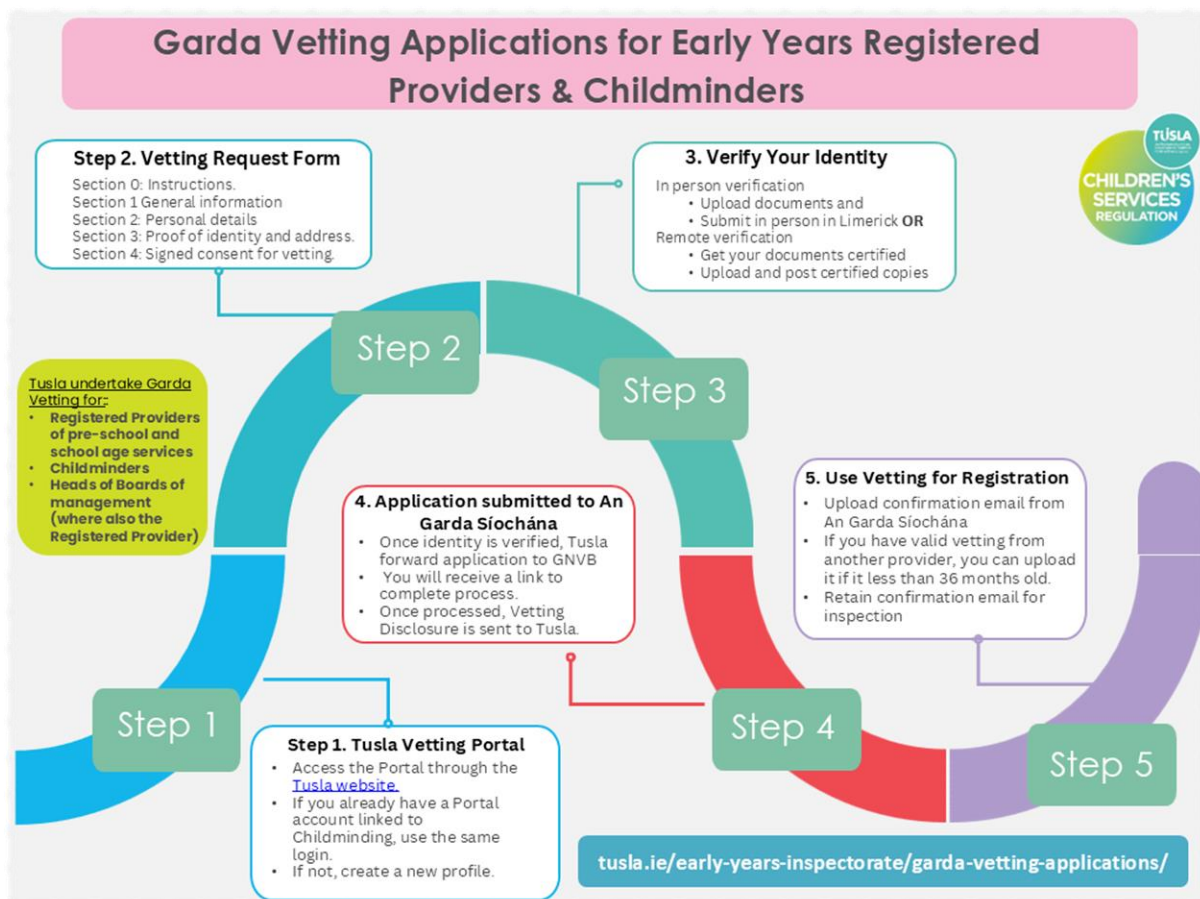


Garda Vetting Applications for Early Years Registered Providers & Childminders Frequently Asked Questions

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No.	Question	Answer
General Questions		
1	What is Garda Vetting?	Garda Vetting is a legal process required for individuals working with children or vulnerable persons. It involves background checks by An Garda Síochána to determine a person's suitability for specific roles such as someone who cares for children.
2	What has changed in relation to Garda Vetting for Early Years Services?	From February 2025, Tusla will provide Garda Vetting for existing Registered Providers and those applying to become Registered Providers under Part VIIA of the Child Care Act 1991. Changes include: <ul style="list-style-type: none"> • Centralised vetting for Registered Providers. • Exclusions for other groups (e.g., employees, volunteers, students). • Separate vetting for registration purposes. • An online application process. • Identity verification options.
Eligibility and Applicability		
3	Who needs to apply for Garda Vetting through Tusla?	<ul style="list-style-type: none"> • 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
4	Can childminders apply for Garda Vetting through Tusla?	Yes, registered childminders or those in the process of registering must apply for Garda Vetting through the Tusla Portal .
5	Who cannot apply for Garda Vetting through Tusla?	Tusla do not manage the vetting for Employees/staff of childcare settings, volunteers, students on placement, must apply through alternative providers (e.g., Early Childhood Ireland, educational institutions).
Using the Tusla Vetting Portal		
6	How do I access the Tusla Vetting Portal?	The portal is available online. If you already have a Tusla Portal account linked to a childminding

		application, you can use the same login. Otherwise, you must create a new profile.
7	What are the steps to apply for Garda Vetting?	<p>Step 1. Create a profile on the Tusla Vetting Portal.</p> <p>Step 2. Complete the Vetting Request Form.</p> <p>Step 3. Upload and verify proof of identity, proof of address, and a signed consent form.</p> <p>Step 4. Tusla submits the application to An Garda Síochána.</p> <p>Step 5. Use Vetting for Registration</p>

Documents and Identity Verification

8	What documents do I need for Garda Vetting?	<ul style="list-style-type: none"> • Proof of identity (e.g., passport, driver's licence, public service card) • Proof of address (e.g., utility bill, bank statement). • Signed consent form (on the Tusla portal as part of the application process).
9	How can I verify my identity?	<p>There are two options</p> <p>1. In-person verification</p> <ul style="list-style-type: none"> ○ Upload copies of identity and address documents during the application process ○ Attend Tusla's office in Limerick with original documents. <p>2. Certified copies</p> <ul style="list-style-type: none"> ○ Have documents certified by a solicitor, Commissioner of Oaths, Notary Public, or Peace Commissioner ○ Upload certified copies of your identity and address and post the certified copies to the Early Years Vetting Unit.

Garda Vetting and Registration

10	What role does Garda Vetting play in registration?	<p>Vetting is a separate application from your registration application.</p> <p>You must first obtain Garda Vetting before registering or renewing your registration as a provider.</p>
11	How can I provide proof of Garda Vetting for registration?	<p>If vetting was obtained via Tusla, upload the confirmation email from An Garda Síochána (with GNVB reference number).</p>

		If obtained via another provider, the disclosure can be used as long as it was issued within the last 36 months and obtained for childcare purposes.
12	Can childminders use Garda Vetting obtained as an employee of a childcare service?	No. Childminders must obtain Garda Vetting specifically for childminding. Vetting obtained for employment in a childcare service is not valid.

Consent and Disclosure

13	Will I receive a copy of my Garda Vetting disclosure?	<p>No. Vetting disclosures from Tusla are not provided to applicants.</p> <p>Instead, An Garda Síochána will send a confirmation email stating that the disclosure has been sent to Tusla.</p> <p>The confirmation email from An Garda Síochána should be retained and can be requested by an Early Years Inspector to confirm the Garda Vetting has taken place</p>
14	Can Garda Vetting obtained through Tusla be used for other purposes?	No. Vetting through Tusla is non-transferable and only valid for inclusion on the register of Registered Providers.

Support and Assistance

15	What should I do if I experience technical issues on the Tusla Portal?	Contact the Tusla Portal Support Team Phone: 01 771 8570 (Option 1) Email: portalsupport@tusla.ie
16	Where can I get help with my Garda Vetting application?	For queries regarding Garda Vetting or identity documents, email Tusla Central Vetting Bureau at tuslavetting@tusla.ie
17	Where can I find additional information?	<p>Garda Vetting Section of the Tusla website</p> <p>Tusla Vetting Portal</p> <p>National Vetting Bureau's Frequently Asked Questions</p>