

# How to apply for a Garda National Vetting Bureau Affiliate Registration Number



Every early years service must obtain their own unique Garda National Vetting Bureau (GNVB) Affiliate Registration Number. This number is part of the process to confirm good governance and compliance with the [National Vetting Bureau \(Children & Vulnerable Persons\) Acts 2012-2016](#) to ensure that only persons conducting relevant work or activities with children or vulnerable adults are legally vetted under the Act. **(See CSR-GDE14.3 Garda Vetting Compliance -Relevant Work)**

Any service wishing to apply for Garda vetting for their staff must contact the Garda National Vetting Bureau in the first instance to establish if they are undertaking relevant work and once that is confirmed they will receive this unique number.

Email the GNVB at [gnavb.registration@garda.ie](mailto:gnavb.registration@garda.ie) requesting a GNVB Affiliate Registration Number and giving the following information:

- 1
  - Name and service address
  - Contact person within the organisation
  - The nature of your business, e.g. early learning and care and/or school age childcare service

\*Multiple Settings – If your business has multiple settings then this process must be completed for each individual setting

- 2

The GNVB will send you an application form to complete and post back to them. Once you have sent them the completed form, they will issue you with your GNVB Affiliate Registration Number by letter.

When you receive your GNVB Affiliate Registration Number contact the registered organisation that you use for Garda vetting and provide them with the number.

- 3

Barnardos: [barnardos.ie/our-services/garda-vetting](http://barnardos.ie/our-services/garda-vetting)  
Early Childhood Ireland: [earlychildhoodireland.ie/membership/garda-vetting/](http://earlychildhoodireland.ie/membership/garda-vetting/)

**Note:** Registered providers cannot apply directly to the GNVB for Garda vetting for individuals. The registered organisations acts as the Liaison Person between your service and the National Vetting Bureau.

- 4

Once you have contacted the registered organisation with your GNVB Affiliate Registration Number confirmation letter you can then apply for Garda vetting for your potential staff.

**Contact info for Garda National Vetting Bureau :**

**phone: 0818 488488 email: [vetting@garda.ie](mailto:vetting@garda.ie)**