

**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 1<sup>st</sup> 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 through 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.

## — Instructions

### Welcome to the Tusla Portal.

In order to apply for Garda Vetting through Tusla, you will need to complete this Garda Vetting application form. The form should take approximately 15–20 minutes to complete. You can save a draft throughout the Garda Vetting application form should you need to. Once you have completed the form and uploaded all required documents, you can submit your Garda Vetting application on the portal.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 legislation allows for the inclusion of additional personal data to enable the verification of identity. It also places a responsibility on Tusla as an organisation to validate the identity of the applicant to request the vetting be undertaken. You will find more information on the [National Vetting Bureau FAQ](#)

In order to establish your identity for vetting purposes, you must provide documentary proof by uploading **one document listed under Section A and one document under Section B below**. Section C outlines additional supporting documents that may be required depending on selections you make during your vetting application. The documents uploaded must be clear and legible. Commonly used documents are listed below however a full list of documents is available [here](#) under Verification of Identity tab.

Transgender applicants, while the law requires that you disclose all of your previous names and addresses to the National Vetting Bureau (NVB) so that your application can be correctly processed. You can disclose your previous gender/name to the NVB only and not reveal this data on the vetting application form.

In order to utilise this process you must contact the NVB's Sensitive Applications Team. This will ensure that your previous gender/name is not released while permitting you to comply with the law. A member of the team will be able to answer all of your questions about completing the application form and will record your details so that we can track your application when it arrives. Once it arrives at the NVB we will monitor your application and check the content of your NVB disclosure before it is issued. **Contact 0504-27300 and look for the Sensitive Applications Team.**

#### Section A. Valid in date Photographic ID to include Full Name and Date of Birth

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

#### Section B. Evidence of Current Address, dated **within 6 months of the date of application**.

- Utility Bill e.g. GAS, ESB, Broadband (Mobile phone bills are not acceptable)
- Bank Statement/Credit Union Statement (Statements from store cards/catalogue companies not acceptable)
- Letter from a Government Agency or Department e.g. Revenue, Dept of Social Protection, Appointment Letter

#### Section C. Additional Supporting Documents

- Parental Consent Form (NVB 3) for applicants aged 16/17- if you are applying on behalf of a minor in your household.
- Marriage Certificate - If some of your identity documents are still in your maiden name or marriage name post-divorce/separation.
- Deed Poll Certificate - If some of your identity documents are not in the new name you have chosen to use yet.
- Commissioner of Oaths - Official Certification of your identity documents.

#### What happens after my application is submitted in the portal?

The reference section on your portal application will be updated with a unique number after you upload your Identification Documents and submit your vetting application you are required to produce the original of these ID documents in person to a Tusla Certifier for verification. Alternatively, you can submit documents certified a practising Solicitor or Commissioner for Oaths, Notary Public, Peace Commissioner. The certification should contain an endorsement signature, date and stamp or registration number) on the copy-documentation stating that they are true copies of the original documents and that the originals have been sighted by the certifier.

Once the Tusla Certifier has reviewed your application they will submit it to the next stage of the process with the Tusla Authorised Signatory who submits applications for your area to Tusla Central Vetting Bureau for processing.

Once Tusla Central Vetting Bureau process your application you will receive an email from [vetting.donotreply@garda.ie](mailto:vetting.donotreply@garda.ie) with a link to complete your full online e-vetting application. It is a good idea to add this email to your contacts as sometimes the email goes to the spam folder. On this part of the e-vetting application you are required to enter:

- Names at birth (if different) i.e. Maiden name
- Also Known As (AKA) i.e. Nicknames, Alias
- Place (County/State)
- Country of Birth
- Passport Number (if available)
- Mother's Maiden Name
- Full Address History from birth even if you lived outside of Ireland ( *if you cannot remember a full address or were of no fixed abode a minimum of Town/County or State & Country is required* )  
*If you backpacked/travelled through multiple countries in a short space of time please enter "Travelled Abroad" in line 1 and list the countries in line 2 as one address for that period*
- Criminal History (if you cannot remember court dates or convictions, please enter unknown/cannot remember in the field).

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

- 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](mailto:portalsupport@tusla.ie).
- For any queries regarding the Garda Vetting Application or Identity Documents, you can contact Tusla Central Vetting Bureau by emailing your query to [tuslavetting@tusla.ie](mailto:tuslavetting@tusla.ie)

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

## 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

Name of relevant organisation

Tusla Child and Family Agency

What service referred you for vetting? \*

Early Years Service - Child Minder

Role being vetted for (no abbreviations) \*

Childminder

Name of your business \*

Childminder Example

10 of 100

## 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...

Address 1 \* Address 2 Town / City \*

County \* Eircode \*

Kildare

### 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

In order to establish your identity for vetting purposes, an individual must provide documentary proof of each of the following:

- Valid Photographic ID to include name and date of birth
- Evidence of current address. (Statements from store cards/catalogue companies or Mobile phone bills are not acceptable)

Please note the following:

- Evidence of address provided must be dated within 6 months of the date of application
- The name on the photo ID must match the name on your proof of address.

You must upload certified copies of your documents in this online form and also attend in person with THE SAME documents at a designated Tusla Vetting Clinic of your choice.

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 \*

B. Proof of address \*

C. Additional supporting documents

## 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

29/01/2025

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. 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](mailto: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](mailto: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 document<sup>1</sup> 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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<sup>1</sup> 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.