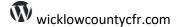


Garda Vetting Process

- 1. Email gdavetting@gmail.com requesting to be vetted for your CFR Group – **state which group**. (*Eq: I wish to apply to be Garda vetted for* volunteering as a CFR for the Greystones CFR group and state your full name.)
- 2. An invitation Form will be emailed to you (Form NVB 1) (Keep an eye out for this as it may go to your spam folder)
- 3. Print and Fill in the Invitation Form and return a scanned copy of the form with a scanned copy of the two identification documents (point 5 below) to Dean McCarthy at gdavetting@gmail.com Free scanner apps are available on android and apple app stores.
- 4. Make sure you tick the box where required and sign and date the bottom of the form.
- 5. Attach your identification documents with this form (for example you can attach a copy of your Driving licence or your passport and a copy of utilities bill or bank statement or letter from your Insurance company – dated in the past three months addressed to yourself)
- 6. You will then receive an email link to an online Vetting Form from the National Vetting Bureau from Volunteer Ireland.
- 7. Complete this online vetting form carefully in one go and submit.
- 8. You will receive a tracking number to monitor your application progress.
- 9. Inform your co-ordinator when your application is successful.







Common Mistakes.

- Applicant does not provide full address including Eircode (if you have not been allocated an Eircode, please note this on your invitation form)
- Applicant provides too many forms of ID
- Applicant uses Invitation forms not provided by Wicklow's CFR vetting officer.
- Applicant returns Invitation form that has not been properly printed. (Details missing or illegible)
- Applicant does not tick the box at the bottom of the form

Please Note: This is a legal process so every care must be taken at every stage or this will hinder your clearance and cause extra work for the vetting officer.



