

GARDA VETTING CHECKLIST

Transition Year Students
Garda Vetting can only begin once the student has turned 16.

COMPLETE THE JMB VALIDATION FORM

- ✓ Complete **JMB Validation Form** following the instructions provided.
- ✓ Return the **original hard copy** of the form to **School Office**. (*photocopies/scans will **not** be accepted*)

PARENT/GUARDIAN RECEIVES NVB PORTAL LINK

- ✓ Parent/guardian will receive an email with a link to the **National Vetting Bureau (NVB) Portal**.

⚠ **PLEASE CHECK SPAM/JUNK FOLDERS**

PARENT/GUARDIAN COMPLETES THE ONLINE APPLICATION

- ✓ Log in to the NVB Portal via the link in the email.
- ✓ Enter all required details and **submit** the application.

🚨 **WARNING!** If not completed within 30 days, the link will expire and the process will begin again.

Vetting Disclosure Sent to School

- ✓ A vetting disclosure will be sent directly to the school when application is submitted and processed
- ✓ The parent/guardian can see on the portal when this disclosure has been issued.

Student Requests a Copy

☒ Once the disclosure has been received by the school, the student can request a copy from the **School Office**

IMPORTANT INFORMATION WHEN COMPLETING THE JMB FORM

- School Roll Number: **68305F**
- Students of the school do not need to provide and further documentation to validate their identity. The school provides a letter from the principal confirming their identity. **The Box for this declaration can be ticked.**
- Email address provided is the email address of the Parent/Guardian, and **NOT** the student
- Phone number provided is the phone number of the Parent/Guardian, and **NOT** the student
- Please use **one** of the following statements for 'role being vetted for' (select most appropriate):
 - Student Placement in a Primary School
 - Student Placement in Creche
 - Student Placement in Preschool
 - Student Placement in Montessori
 - Student Placement in Care Home
 - Student Placement in Hospital

PLEASE BEGIN THIS PROCESS AS EARLY AS POSSIBLE TO ENSURE THE STUDENTS WILL BE ABLE TO COMPLETE THEIR PLACEMENT WITHOUT ANY ISSUES