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✉ Complete Application

The National Vetting Bureau of the Garda Síochána

Dear Mallissa Houtmeyers

This is your vetting application which you have consented to and submitted through the All Ireland Dance Federation. The application tracking Number is **AID001-20141124-00001**.

To continue with the vetting process, please use the link below to access your vetting application.

click here to complete application

You will also require your **email address** and **date of birth** to access the application.

If you experience any difficulties completing the application or if you have any queries, please contact the All Ireland Dance Federation at regorg1@gardadev.local. To view Frequently Asked Questions click here. FAQ.

Please ensure you have the following information readily available;

- List of names that you are also known as i.e. maiden name, married name, name change on divorce/separation, name change by deed poll, nickname or name you are commonly known as other than the name on your birth certificate.
- Previous addresses since birth.
- The following information is required in relation to a criminal record, court date, court name, offence & court outcome.

This application will expire in **30 days** or on **24/12/2014**

Kind regards.

↻ Reset

How to access the web site

You will receive a personal email containing a secure link to the email address you provided. The link is shown in the example on the left

- This is the only method provided to access the web site in order to complete your on-line vetting application form.

- It is also possible to check the progress of your application online. Access to this service is only available via the link in your email. We recommend that you retain this email until your vetting request has been completed.

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✉ Complete Application

In order to complete your application in addition to your nar
your online application:

- Country of birth
- Mothers maiden name
- Any previous names
- All addresses from year of birth t
- Passport number (if any)

Under Sec 26(b) of the National Vetting Bureau (C
purpose of obtaining a vetting disclosure

To begin, please enter your email address and date of birth a

Application Id

Email

Date of Birth   dd/mn

↻ Reset

BEFORE YOU START!
You need the following to complete this online form. The form **MUST** be completed in a single session, you cannot part save an application. You have 1 hour to complete each screen.
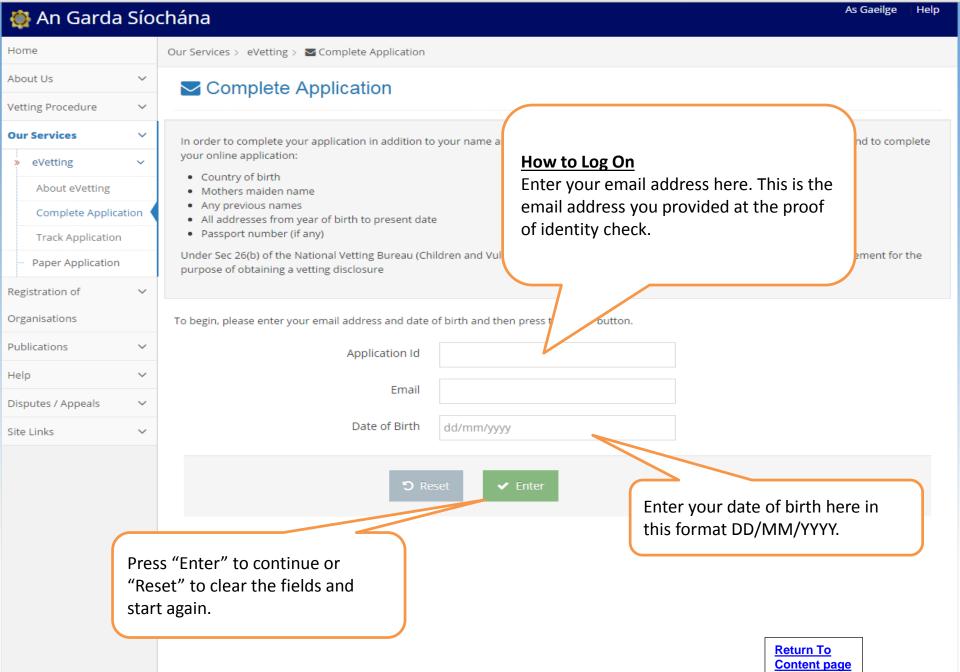
• Your full Name(s) and any other name you go by or have gone by in the past.

• ALL addresses you have lived at from birth including any addresses outside of Ireland.

• Details of any convictions or cases pending. Including convictions and cases pending outside of Ireland.

How to Log On
Enter your email address here. This is the email address you provided at the proof of identity check.
Enter your date of birth here in this format DD/MM/YYYY
Press "Enter" to continue or "Reset" to clear the fields and start again!

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In order to complete your application in addition to your name a   nd to complete your online application:

- Country of birth
- Mothers maiden name
- Any previous names
- All addresses from year of birth to present date
- Passport number (if any)

Under Sec 26(b) of the National Vetting Bureau (Children and Vul   ement for the purpose of obtaining a vetting disclosure

How to Log On
Enter your email address here. This is the email address you provided at the proof of identity check.

To begin, please enter your email address and date of birth and then press t   button.

Application Id	
Email	
Date of Birth	dd/mm/yyyy

Enter your date of birth here in this format DD/MM/YYYY.

↺ Reset   ✔ Enter

Press "Enter" to continue or "Reset" to clear the fields and start again.

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Regist...
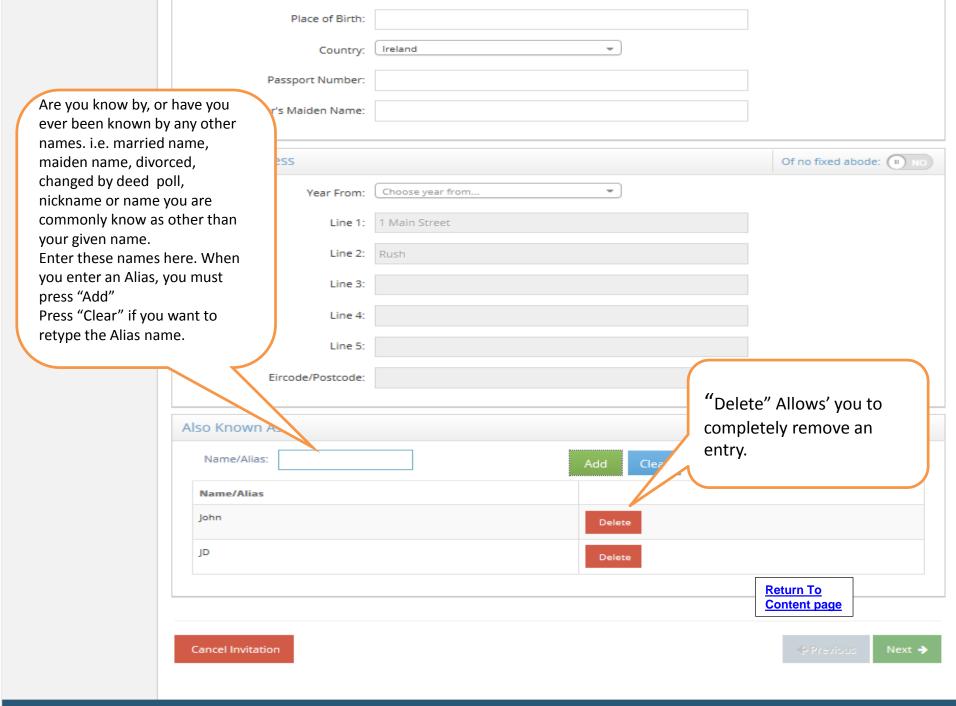
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✏ Complete Application

① Information ② Addresses ③ Self Disclosed Criminal Record ④ Preview & Submit

Shaded data fields are locked and cannot be altered.

If the data is incorrect please contact your relevant organisation.

Select from the options available.

...ame(s): John

Middle Name...

Surname: Doe

Gender: [▼]

Your Date of Birth cannot be changed.
Shaded data fields are locked and cannot be altered.
If the data is incorrect please contact your relevant organisation.

...irth

Forename(s): [   ]

...le Name(s): [   ]

...me: [   ]

Name at Birth
Where name at birth is the same as your present name select yes and your details will populate the fields.
If no please enter details in the fields provided.

Birth Details

Date of Birth: 01/01/1990

Place of Birth: [   ]

Country: Ireland [▼]

Passport Number: [   ]

Mother's Maiden Name: [   ]

Enter your mother's maiden name as recorded on your Birth Certificate.

Birth Details
Place of Birth – the county/state of your residence on your date of birth.
Country – Select your country of birth from the dropdown list.
Passport No. – please enter your Passport No. (if any)

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Place of Birth:

Country: Ireland

Passport Number:

r's Maiden Name:

Are you know by, or have you ever been known by any other names. i.e. married name, maiden name, divorced, changed by deed poll, nickname or name you are commonly know as other than your given name.
Enter these names here. When you enter an Alias, you must press "Add"
Press "Clear" if you want to retype the Alias name.

ess

Of no fixed abode: NO

Year From: Choose year from...

Line 1: 1 Main Street

Line 2: Rush

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

"Delete" Allows' you to completely remove an entry.

Also Known A

Name/Alias:

Add   Clea

Name/Alias	
John	Delete
JD	Delete

Cancel Invitation

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✓ Personal Information ——— (2) Addresses ——— (3) Self Disclosed Crimin

Previous Addresses

Year From:	Choose year from... ▼
Year To:	Choose year to... ▼
Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

[Add] [Clear]

Resident From	Resident To	Address
2000	2016	1 Main Street, Rush.

You **MUST** provide addresses from the year you were born. You have already provided your current address, which is listed below.
Now provide a complete address history. Ensure that all years from birth to present are included.
An overlap in years is permitted to allow for multiple addresses in one year.
For each address you must complete line 1 of the address field and the county/state field. If you are unable to complete line 1 in any instance, please enter in line 1, why you are unable to complete line 1 and also complete the county/state field.

You must press "Add" for each address to be recorded.

Enter postcode if applicable.

You can cancel your application at any time by clicking on the cancel button. You must outline the reason you are cancelling the application.

[Cancel Invitation]

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Personal Information — Addresses — Self Disclosed Criminal Record — Preview & Submit

Previous Addresses

Of no fixed abode: ☐ NO

Year From: | Choose year from... ▼ |

Year To: | Choose year to... ▲ |

| 🔍 |
| 2016 |
| 2015 |
| 2014 |
| 2013 |
| 2012 |
| 2011 |
| 2010 |
| 2009 |
| 2008 |
| 2007 |

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

[Add] [Clear]

Resident From	Resident To	Address
1990	2016	1 Main Stree

If any of your addresses are "No Fixed Abode" select "Yes" here.

You are still required to enter a location, County\State and Country for all No Fixed Abode addresses.

[Cancel Invitation]

[ext →]

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Criminal Record

Have you any convictions in Ireland or elsewhere? [▾]
No
Yes

Date [ ]

Court Name [ ]

Court Outcomes/Cases Pending/Appeals [ ]

[Add] [Clear]

If you answer "No" you may proceed to the next screen by selecting "Next".

If you answer "Yes" you must enter at least one entry in the criminal record section of the application.

Press "Add" to record each conviction or case pending declared.

[← Previous] [Next →]

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Summary

Here you will see all of the data you have provided.
You can edit and correct data by selecting "Previous" and going to the record you wish to correct.

If all records are correct and complete press "Finish" to submit the application.

To Print a copy for your records select "Print".

Male

...e at Birth: John Doe

...Known As:

Name
John
JD

...of Birth: Monday, January 01, 1990

...Place: Dublin Ireland

...port
...ber: 213123123

...er's
...den Name: Smith

Address(es)

Resident From	Resident To	Address	Eircode/Postcode
1990	Current	1 Main Street, Rush.	

Criminal Record (s)

Date	Court Name	Offence Summary	Court Outcomes/Cases Pending/Appeals
01/01/2000		Speeding	Fine 150

Cancel Invitation

🖨 Print   **Return To Content page**   Finish ➔

Date of Birth: Monday, January 01, 1990

Please enter a reason for cancelling this application: ✕

I no longer need this vetting application

Cancel | OK

	Current	1 Main Street, Malahide, Dublin, Ireland.
	2005	I Main Street, London, Wastminster, United Kingdom (the), WT 1BJ.
20	2010	50 Main Street, Tralee, Kerry, Ireland.

Criminal Record (s)

| | | Offence | Court Outcomes/Cases |

You can cancel an application at any stage of the process.

Select "Cancel" and you will be asked to enter a reason.

Enter the reason why you wish to cancel. Select "OK"

This will send an email to the Registered Organisation informing them of the cancellation and close the application request.

Cancel Invitation

🖶 Print | ← Previous | Finish →

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⏰ Track Application

Here's the fastest way to check the status of your electronic vetting application. No need to check with your registered/affiliate organisation. Our online results give you real-time, detailed progress of your vetting application.

Simply enter your application id and your date of birth to retrieve the latest status of your application.

Application Id: [   ]

Date of Birth: [dd/mm/yyyy]

🔄 Reset   ✔ Submit

You can track the progress of your application via the same web site.

Click on the link in your email and go to "track applications".

Enter your application ID and your date of birth here.

The Application ID is quoted in your email.

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⏱ Track Application

Here's the fastest way to check the status of your electronic vetting application. No need to check with your registered/affiliate organisation. Our online results give you real-time, detailed progress of your vetting application.

Simply enter your application id and your date of birth to retrieve the latest status of your application.

Application Id: `BCI002-20140831-00003`

Date of Birth: `24/07/1985`

↺ Reset   ✔ Submit

31 Aug 14

10:30 AM	○	**Disclosure Viewed**
10:20 AM	○	**Complete**
9:53 AM	○	**In Progress**
9:30 AM	○	**Scheduled**
9:30 AM	○	**Submitted To GCVU**
9:15 AM	○	**For Review**
8:56 AM	○	**Invitation Sent**
8:54 AM	○	**Invitation being prepared**
8:42 AM	○	**Invitation Ready**

The progress of your application will be displayed for your information.

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🏠 National Vetting Bureau

Welcome to the National Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Ac[...] [...] r the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also cre[...] [...] o fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any [...] [...] ties on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Ve[...]

Garda vetting is conducted on behalf of registered organisations [...] [...] ons on a personal basis.

If you are seeking employment or intending to volunteer with an or[...] [...] you may be asked to make an application to be vetted.

You may make an application to be vetted in one of two ways:

✉ eVetting or 📄 Paper application

If you wish to track your eVetting application:

⏱ Track application

> To process your application "As Gaeilge" select the language option here.

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IT Requirement...

Help and Frequently asked questions can be accessed here.

+ Who condu...

+ What is the ...ion for a vetting disclosure?

+ What is the position with vetting persons under 18 years of age?

+ What information am I required to provide on a vetting application form?

+ Why are PPS numbers not required on application forms?

+ Why is the passport number required on the application form?

+ What is a Criminal Record?

+ If I have a case pending, should I indicate this on my vetting application?

+ What are the procedures for consideration by National Vetting Bureau of application for Vetting Disclosure?

+ Can information on me be disclosed to a potential employer without my knowledge or permission?

+ Will there be a fee for vetting?

+ What are the penalties for not complying with the Act?

+ If I withdraw my application, will the relevant organisation be informed?

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| IT Requirements |

+ Who conducts vetting?

+ Is vetting conducted on an individual basis?

+ What is the procedure for making an application for a vetting disclosure?

+ What is the position with vetting persons under 18 years of age?

+ What information am I required to provide on a vetting application form?

+ Why are PPS numbers not required on application forms?

+ Why is the passport number required on the application form?

+ What is a Criminal Record?

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> Use the content index to receive information in relation to your question.

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