



ARCHDIOCESE OF ARMAGH VETTING APPLICATION PROCESS

Guidance Notes (ROI)

Stage 1a: Application Form

This is the first stage in the vetting process for all applicants undertaking work with children and/or vulnerable adults in the Archdiocese of Armagh. Send this form along with a covering letter to those who are required to undergo the application process.

Stage 1b: Begin Vetting Process

The Garda Vetting process can be started at the same time as the Application Form is completed. There is no need to wait for satisfactory references to be received at this stage of the process. This is to reduce the time frame of the application process and in acknowledgement that very few references are returned unsatisfactory. However, two satisfactory references must be received before issuing the Letter of Appointment.

ID Verification

The applicant must have their ID verified by the relevant ID Verifier (Parish Safeguarding Representative or School Principal in the case of school vetting). The applicant must provide 2 **original** valid pieces of ID- one photographic and one proof of address dated within the last 6 months. Please see list of acceptable ID outlined on page 2 of the ID Verification Form. The ID Verifier must physically see the original valid ID.

The ID Verifier must complete the ID Verification Form and take a clear photocopy of the ID provided.

Garda Vetting Form

The Applicant should complete **either** the Garda Invitation Form (NVB1) to complete an online application **or** the Garda Vetting Form (NVB2) to complete a paper application.

Please ensure the applicant has completed the form in full, signed and dated, otherwise it will be returned to you. For NVB2 applications please ensure the applicant has provided **ALL previous addresses since birth** on their form.

The completed Garda Vetting Form (NVB1 or NVB2), ID Verification Form and photocopies of ID should be posted together to the address provided at the top of the Garda Vetting Form.

Stage 2: References

Applicants require two references, both of which **cannot** be from relatives, the parish priest or the parish safeguarding representative. **The referee should know the applicant for at least two years.**

Stage 3: Letter of Appointment & Agreement Form

A Letter of Appointment can only be issued to the applicant when **all** previous stages have been completed i.e. once an Application Form has been completed, two satisfactory references received, and the Garda Vetting check has been confirmed in writing to you.

A copy of the Diocesan Code of Behaviour along with two copies of the Agreement Form should be sent to the applicant with the Letter of Appointment. One signed Agreement Form is to be returned to you and stored in the parish office with their Application Form, References and Letter of Clearance. Only when this is returned is the vetting process considered complete and the applicant can take up their role.

If you require any further guidance or assistance, please do not hesitate to contact:

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