




# HANDY TIPS FOR GARDA VETTING APPLICATIONS




 Please note that all incorrect applications will be returned and it will cause delays so double check before submitting!

## COMMON ERRORS

 **Old forms submitted – The FAI Forms** which are in line with NVB requirements can be found on the FAI website.  
<https://www.fai.ie/safeguarding/fai-garda-vetting/>


 **Both parts of the form not completed correctly –**

- The NVB 1 page of the form – consent box not ticked, signature not a wet signature, date of the consent provided after the Validators date.


 **ID and NVB 1 validator page of the form –**


- validator did not check the answers to the questions were correct before ticking the boxes.
- validator did not provide the reference number of the photo ID on the form in the provided area, nor did they reference the proof of address on the form in the provided area.
- the validator did not check the NVB1 part was completed in full.
- the validator did not check the ID provided was on the list of approved ID.
- the validator completed the form prior to the NVB1 forms completion and prior to the date on the proof of address.
- the Validator who has completed the ID validation part of the form is not on the list of validators for the type of application being submitted. Please see list of validators at <https://www.fai.ie/safeguarding/fai-garda-vetting/>


 **Incorrect forms of ID provided –** please see list of approved ID <https://www.fai.ie/safeguarding/fai-garda-vetting/>

 **Proof of address over 6 month old.**

 1 When an application is returned the applicant will receive an automatic email from **FAIconnect** contain the reason it has been returned.


 Once the application has been processed please ensure you complete the next part of the process as soon as possible on receipt of the email from the National vetting Bureau.

 When completing the part on the National Vetting Bureau, please ensure that you answer the first two questions correctly

 1 Other than the Republic of Ireland, have you lived in any EU state or in England, Scotland, Wales or Northern Ireland?

 2 Does this role involve working with children?


 If the role you are completing the Garda vetting for does involve working or volunteering with children, then you need to tick **YES!**

 If you do not complete these questions correctly the invitation will be return to you to complete again, this will cause further delays.

 All information is available at <https://www.fai.ie/safeguarding/fai-garda-vetting/>



 For all queries please email **[childwelfare@fai.ie](mailto:childwelfare@fai.ie)**

 and one of the team will respond within **3–5 working days.**