

# Garda Vetting.

## **The following process applies to students in LCVP and Transition year.**

### **Important: Students over 16 and under 18 must complete the NVB3 form (Parent Guardian/Consent form) and NVB1 form.**

**Step 1.** Download the [NVB1 form](#) (Garda Vetting form) for completion.

**Step 2.** Principal confirms applicant's identity by using the [Check of Identity Guide](#) (100 point system).

**Step 3.** If applicant is over 16 but under 18 years of age he/she must also submit [NVB3 form](#) (Parent Guardian/Consent form).

**Step 4.** Applicant must submit the completed forms to the school office.

**Step 5.** Principal will forward Forms and cover letter are forwarded to vetting authority

**Step 6.** The system generates an email to the applicant, enabling him/her to complete the process online.

**Step 7.** Vetting authority emails outcome of vetting disclosure to the Principal to the dedicated email address provided to JMB by the Principal for this purpose.

**Step 8.** Principal determines whether the vetting disclosure amounts to satisfactory vetting in the context of the [school's vetting policy](#). Principal gives a hard copy of the disclosure to the vetting subject.