




**STEP BY STEP GUIDE
E-VETTING SYSTEM**

- **To complete the Garda Vetting Process in full you will need to log into the Garda Vetting E-Vetting portal.** To do this, you will receive a link by email to the email address **provided on the Garda Vetting Invitation Form.**
- The link sent to you is valid for 30 days from the date you receive the Email Link inviting you to use the E-Vetting system.
- You have 60 minutes to complete the Garda Vetting form online. Information will not be saved after 60 minutes so it is advisable to gather any information you need before you log in.
- **If you have had a Northern Ireland or UK address, please ensure you have the post codes before you enter any information online. Please detail the post codes in the relevant section(s).***
- Applicants names spelled with apostrophe's, hyphens etc are entered into the E-vetting system without the apostrophe's/hyphens etc and are in lowercase lettering.
- Click on the link sent to you in the email Inbox which will take you to the National Vetting Bureau website and enter the details that you are prompted to provide in the log in area. Check your SPAM or JUNK folder; your email provider may have recognised it as Spam or Junk mail if the email does not appear in your Inbox folder.
- Once logged in, you will be asked to input information relevant to the Garda Vetting process.
- **Once you enter one FULL address, Click the  button underneath the "Eircode/postcode field". The System will organise each address chronologically and will list them at the bottom of the screen. NOTE there are two lines for year from and to and six lines provided for your Full Address.**
- There is an infinite number of previous addresses that you can provide once you click the  BUTTON after you have entered each full address details in the fields provided.
- If you need to delete any addresses because of an error made after you have entered the details, Click on the  button at the far right hand side of the screen (individualised for each address). Enter your details correctly and add them using the step above.
- DO NOT put all of your addresses in one field as this will be returned to you unprocessed and you will be sent an email asking you to complete your information again.
- The System will not let you proceed if you have omitted necessary information.
- Follow the next steps after you submit ALL of your previous address details and click on Submit/Finish once you are happy with all of the details you have entered.
- **Your E-Vetting reference number is unique to your application and looks like this:**
SVP001-xxxxxxxx-xxxxx
- Once you submit your online application, you can track your information at this link <https://vetting.garda.ie/Track>. Enter the details you are prompted for.
- You will be sent a second email when your application is accepted to the National Vetting Bureau for processing. This is an email to tell you that the Society has received your online application and is at processing stage.
- Once the above processing stage is finalised, you will be sent a third email to let you know when your Garda Vetting application process has completed. You are only permitted to engage in relevant work once your SVP Regional Contact links in with you to notify you of the successful completion of your Garda Vetting Application.
- You will be sent a reminder if you have not completed the online form after 14 days.
- You will receive an email after 30 days with your reference number to tell you your link has expired. If you attempt to log in on or after 30 days you will be prevented from doing so. This means your Garda

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Vetting Application process is not complete and you cannot engage in relevant work for the Society until this process is complete.

- If you haven't completed your application within 30 days, your link has expired and you will need to contact your SVP Regional Contact for further support.

- Further information can be accessed via the Garda Vetting website at:
 - <http://www.garda.ie/FAQ/Default.aspx?FAQCategory=36>
 - <https://vetting.garda.ie/>

- You can obtain a more detailed E-Vetting User Information guide from your SVP Regional Contact or via the SVP Website at <https://www.svp.ie/about-us/safeguarding-children-and-vulnerable-adults.aspx> if necessary.

*** Omitting UK or NI post codes means that your application will not be completed. You will be sent an email link and be asked to provide the information again detailing UK/NI post codes. Link in with your Regional Contact for further support with this.**