



Co. WICKLOW

COMMUNITY FIRST RESPONDERS

Garda Vetting Process

1. Email gdavetting@gmail.com requesting to be vetted for your CFR Group – **state which group**. (Eg: *I wish to apply to be Garda vetted for volunteering as a CFR for the Greystones CFR group and state your full name.*)
2. An invitation Form will be emailed to you (Form NVB 1)
(Keep an eye out for this as it may go to your spam folder)
3. Print and Fill in the Invitation Form and return a scanned copy of the form with a scanned copy of the two identification documents (point 5 below) to at gdavetting@gmail.com **Free scanner apps are available on android and apple app stores.**
4. Make sure you tick the box where required and sign and date the bottom of the form.
5. Attach your identification documents with this form (for example you can attach a copy of your Driving licence or your passport and a copy of utilities bill or bank statement or letter from your Insurance company – dated in the past three months addressed to yourself)
6. You will then receive an email link to an online Vetting Form from the National Vetting Bureau from Volunteer Ireland.
7. Complete this online vetting form carefully in one go and submit.
8. You will receive a tracking number to monitor your application progress.
9. Inform your co-ordinator when your application is successful.

Common Mistakes.

- Applicant does not provide full address including Eircode (if you have not been allocated an Eircode, please note this on your invitation form)
- Applicant provides too many forms of ID
- Applicant uses Invitation forms not provided by Wicklow's CFR vetting officer.
- Applicant returns Invitation form that has not been properly printed. (Details missing or illegible)
- Applicant does not tick the box at the bottom of the form

Please Note: *This is a legal process so every care must be taken at every stage or this will hinder your clearance and cause extra work for the vetting officer.*