

Road Safety Authority - Updated Vetting Process – July 2025

How is Vetting conducted for the role of ADI?

1. Persons who are subject to Garda Vetting will be required to present in-person to an RSA validation officer, together with relevant documentation, and complete and sign a Vetting Consent Form (NVB1).
2. The applicant completes the consent form, and signs it in the presence of the RSA's validation officer, who will then check and verify the identity and documentation. The validation officer then signs off the validation, thereby providing authorisation for the Garda Vetting process.
3. A liaison person in RSA inputs the details onto the NVB site and an invitation to complete vetting is then issued to the applicant. The applicant then completes the online vetting and submits it back to the RSA for review and submission to Vetting Unit.
4. On receipt of an application for vetting disclosure in respect of a person concerning relevant work or activities, the National Vetting Bureau will make such enquiries with An Garda Síochána or a Scheduled Organisation as it deems necessary to establish whether there is any criminal record or specified information relating to the person.
5. A Garda Vetting disclosure is issued directly to the liaison person in the RSA.

Garda vetting will only be conducted on the written consent of an individual vetting subject.

An individual vetting subject may obtain a copy of their Garda Vetting disclosure from the liaison person in the relevant organisation to whom it was issued.

Please note all Garda Vetting is completed through in person validation officers, no postal applications will be accepted or processed.

New Questions on the E-Vetting System:

From the 7th July 2025, the National Vetting Bureau (NVB), in line with the EU Directive 2011/93/EU, have introduced additional child protection checks with the other 26 EU member states and the UK, to strengthen the protection of children.

These additional checks will only affect those who have resided in another EU state or the UK. While these additional checks strengthen child protection in the public interest, they will lead to increased vetting application turnaround timelines for those who have resided in another EU state or the UK.

There are now additional declarations that will be asked on the e-vetting system;

Question 1: Previously lived in UK or EU: Yes/No.

If you have lived in the UK or EU, you must choose 'Yes' and ensure you list those addresses, when prompted.

If you have not lived in the UK or EU, you choose 'No'.

Question 2: Does the role involve working with children: Yes or No.

In relation to the question on whether or not the role involves working with children, the term 'children' refers to any person under 18 years of age. The role of Approved Driving Instructor will typically involve working with persons under 18 years of age. You must choose 'Yes' in relation to this question.

For further information, please see the guide below from the :
<https://vetting.garda.ie/Content/UserGuides/en/UserGuide.pdf>

Frequently Asked Questions:

1. What are the new ID Documents accepted by the National Vetting Bureau?

There has been a change to the documents that are required as part of your identity check for NVB e-vetting. All applicants must produce the original document and a copy to the person validating their identification.

One document from Part 1 and one document from Part 2 must be produced to the Validation officer. The documents shown below are the only documents accepted by the NVB:

Part 1: Photographic documents

Photo Identification – Documents accepted, must be in date and the photo must be of good quality and legible.

- Passport from country of citizenship
- Irish Driving Licence or Learner Permit (new credit card format)
- Irish Certificate of Naturalisation
- National Identity Card (EU/EEA/Swiss Citizens)

Part 2: Proof of Address documents

Proof of Address – Documents accepted, must be dated within last 6 months and which shows your current address.

- Credit Institutions Bank Statement from recognised bank
Important note: private money lenders and Revolut are not accepted
- Building Society Statement, Credit Union Statement, Credit Union Passbook

- Utility Providers Utility Bill (i.e. gas, electricity, television, broadband, water, TV licence)
Important note: Mobile phone bills are not accepted

- Government Bodies Correspondence from a government department
- Local Authorities Letter from Local Council confirming residency

2. Why did the Garda Vetting procedure change?

Safeguarding children and ensuring their safety in all settings is our top priority. The new Garda Vetting process has been streamlined to enable organisations to offer enhanced safeguarding supports.

By creating a more efficient and effective system, the updated process will continue to support legal compliance requirements, while improving safeguarding measures and operational efficiencies for all involved.

3. What is ECRIS?

The European Criminal Records Information System (ECRIS), established in 2012, enables the secure exchange of criminal records across all EU member states. Each country has a designated Central Authority for Criminal Records, in Ireland, this is the Garda National Vetting Bureau.

As part of EU Directive 2011/93, EU countries are now required to carry out enhanced police checks for sexual offences when processing vetting applications. These changes are being rolled out across the EU.

4. How will this affect vetting timelines?

The NVB processing times for vetting applications is an average of 14 working days, but timelines vary for each application as it depends on the necessary searches that the NVB must carry out as part of the process. The NVB are advising that the above changes will have the following impact on vetting application turnaround times:

- For applications requiring checks with an EU Country, allow for up to an additional 10 working days.
- For applications requiring checks with the UK, allow for up to an additional 20 working days.

The NVB have advised that these timelines are in line with established EU/UK policy and are outside the remit/control of the Garda NVB.

5. What is a Validation officer?

A validation officer is a designated RSA officer, who for the purposes of e-vetting, can validate the NVB1 form and supporting identity and address documents.

6. Where are the validation officers situated?

Validation officers are designated RSA officers, who are based nationwide. The location at which your validation will be conducted will be communicated to you in advance.

7. How is an appointment made with the validation officer?

For active ADI's who are being re-vetted, your validation will normally happen at the same time as your check test. If validation is required other than at the check test (e.g. you require validation but you have already undergone a check test, or your next check test is some time away yet), the RSA will contact you to make arrangements for your validation.

For first-time applicant ADIs, the RSA will make contact with you to arrange the validation in-person appointment.

8. Can I call the RSA to make an appointment with a validation officer?

The RSA will contact you to arrange the in-person validation appointment. It will not normally be necessary to contact the RSA, but if you do need to contact us you may do so here.