

# An Garda Síochána

Biúró Náisiúnta Grinnfhiosrúcháin,  
Bóthar an Ráschúrsa,  
Durlas,  
Contae Thiobraid Árann.  
E41 RD60

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Bí linn/Join us



National Vetting Bureau,  
Racecourse Road,  
Thurles,  
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E41 RD60

Láithreán Gréasain/Web Site: [www.garda.ie](http://www.garda.ie)

## Training Certification

To Garda National Vetting Bureau,

I, the undersigned, hereby certify that I have provided comprehensive training on the following critical areas to relevant personnel within:

Affiliate Organisation

Personnel who received training

Date training provided

- **Retention and storage requirements for vetting ID support documents:** Training covered the Garda National Vetting Bureau(GNVB) requirements on retaining and storing all identification documents used in the vetting process, and the NVB1 Form. Training included the requirement to retain the hardcopy original NVB1 form with original wet (handwritten) signature for at least six months and conversion to digital copy is permitted at that point.
- **ID validation requirements:** Training detailed the procedures and criteria for validating identification documents, specifically the requirement to have a face to face component to ID validation and including the GNVB requirements to have one document for photographic ID and a separate document for proof of address.
- **Role compatibility with Schedule 1 National Vetting Bureau Act requirements:** This training addressed the specific roles and activities that fall under Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012, and how to assess the compatibility of an individual's role with the requirements of this Act.
- **Awareness of organisational policy regarding engagement in relevant work or activity:** This training unequivocally confirms that all participants are aware that no person can be engaged in relevant work or activity until a vetting disclosure has been officially received from the Garda National Vetting Bureau.

I affirm that the training provided was thorough, accurate, to ensure full understanding and compliance with these essential requirements.

Certified by Signature:

Print Name:

Role/Title in Organisation:

Organisation: Registered Organisation

Date: