

# Temporary Requirements for Garda Vetting ID checks during COVID-19

The Garda National Vetting Bureau have made a temporary change to requirements for ID checks during the COVID-19 crisis to allow for current guidelines on social distancing and travel limits.

How relevant organisations can manage these temporary ID check requirements:

- 01** You can commence the vetting process once you have received a photograph or scanned copy of the signed NVB1 form and required IDs such as photo as PDF document(s). Ask the applicant to keep the original form and give it to the relevant organisation for their files once restrictions have lifted. We would suggest that where possible you ask applicants to post the actual vetting invitation form to you.
- 02** Verify the ID through face to face online call where the applicant can show a copy of the ID that they have supplied to allow you to verify it is them, checking that the signatures/photos or address match the ID.
- 03** The copy of ID documentation and consent that is scanned or emailed to the relevant organisation must be of a good, clear quality.
- 04** The applicant's original documentation must be verified and checked against the scanned documentation on the first day of volunteering / recruitment to ensure it matches the information on the scanned or emailed documentation used to process the application.



GDPR reminder: Be mindful of privacy and how and where you store the applicant's forms and documents on your computer. Ensure you have an appropriate process in place that ensures emails containing the applicant's information is securely stored and deleted when the information is no longer required.

**NOTE:** Once COVID-19 restrictions are lifted relevant organisations must immediately resume the normal ID verification procedure. Failure to do so will result in an organisation's account being put on hold.