

## e-Vetting FAQ

General queries	
<b>Can we have our vetting processed through Create?</b>	Create provides access to vetting for artists and arts related organisations who offer relevant services to children and vulnerable adults affiliates. To access Garda vetting through Create, you must affiliate to the service.
<b>I been referred to Create by the Vetting Bureau. Why?</b>	Vetting is conducted only on behalf of organisations that are registered with the National Vetting Bureau. The Bureau has registered organisations in many different areas of work and Create is registered to provide access to vetting in the arts. Employer organisations and individuals active in the arts can access vetting through Create.
<b>But we're not registered as a company or an employer. Do we still need vetting?</b>	Yes, the law requires mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons, or to provide certain services to children or vulnerable persons. Arts organisations and groups who engage people to work on a full-time, part-time, voluntary or student placement basis must comply with all the requirements of this legislation, including artists.
<b>I've filled in the form on Create's website to become an affiliate. Does this mean I'm vetted?</b>	No, to be vetted you need to complete the registration process. Create will send you the forms you need so you can complete the process on the Garda eVetting system online.
<b>How long does vetting take?</b>	When the online part of the process is completed, the results are normally back within a week. We encourage organisations to make sure all the necessary steps are completed at least 1 month before a person begins relevant work.
<b>I was vetted by another employer. Do I need to be vetted again?</b>	Yes.
<b>Can my vetting results be shared with another organisation?</b>	Vetting results issued to a named organisation cannot be shared with another group except with clear prior written agreement and where consent is in place under Section 12 (3a) of the Vetting Act.
<b>Can an individual be vetted for relevant work if there's no organisation?</b>	Applications for vetting of self-employed individual artists can only be submitted through a relevant organisation, such as Create. If you work freelance we may be able to help. Contact <a href="mailto:vetting@create-ireland.ie">vetting@create-ireland.ie</a> .
<b>How often should vetting be renewed?</b>	The time period for re-vetting has not yet been set out in regulations. Until then, best practice suggests re-vetting should be every 3-5 years.
Filling in the Vetting Invitation Form (NVB 1)	
<b>What do I put in the "your ref" box?</b>	You should leave this blank.
<b>What do I put in the "organisation" box?</b>	The name of the organisation responsible for the work and who requires the vetting and provided you with the NVB1 Form. If you are affiliated to Create as an individual, you should write INDIVIDUAL.
<b>Where do I send my form?</b>	Applicants should return the form to the organisation that provided you with the NVB1 Form.

<b>Can I email/scan my form?</b>	No, Data Protection requires that you submit the form with an original signature.
<b>Who checks my ID documents?</b>	The organisation that provided you with the NVB1 Form will need to validate your ID documents.
<b>I sent in my NVB1 form and heard nothing. Now what?</b>	Ask the organisation that provided you with the Form to confirm when it was sent to Create. You will get an email from the Vetting Bureau a few hours after Create processes it online. Check your spam/junk folders for an item from <a href="mailto:evetting.donotreply@garda.ie">evetting.donotreply@garda.ie</a>
<b>Filling in the online Vetting Application (NVB 2)</b>	
<b>I got an email from <a href="mailto:evetting.donotreply@garda.ie">evetting.donotreply@garda.ie</a>. Now what?</b>	You have 30 days to log onto the eVetting system and complete the Vetting Application Form online. A reminder is sent after 21 days. After 30 days, the invitation will expire and you will have to apply again.
<b>My invitation expired. Now what?</b>	You will have to reapply. Contact the organisation that provided you with the NVB1 Form. They will arrange a new invitation.
<b>Why can't I log in? I'm using the right date of birth and email address?</b>	There might be a mistake in the date or email. Send an email to <a href="mailto:vetting@create-ireland.ie">vetting@create-ireland.ie</a> and include the email address you are using, plus the date of birth and vetting reference number. We'll check and get back to you as soon as possible.
<b>I notice my name or address is spelled incorrectly in the online system. Now what?</b>	Send an email to <a href="mailto:vetting@create-ireland.ie">vetting@create-ireland.ie</a> and include the correct information and vetting reference number. We'll fix it for you. Please don't complete your online application until the mistake is corrected.
<b>Do I really need to provide all my previous addresses?</b>	Yes. Any you lived at for more than 6 months, since birth. All places of official residence should be listed and any addresses outside of Ireland. If any of your addresses are "No Fixed Abode" (e.g. while travelling), look for that option on the application form.
<b>Can I fill in the vetting application form on my phone?</b>	It is recommended to use a computer. Some phones and tablets can generate problems.
<b>Vetting Disclosures</b>	
<b>I got an email to say a disclosure has been sent to Create. What does it mean?</b>	This means the application process is completed. The results are sent in a "Letter of Disclosure". It will be sent to the organisation that made the application.
<b>How do I get a copy of my results?</b>	Contact the organisation that gave you the application form. They will give you a copy of the results. Create does not keep copies of vetting results.