



DUBLIN · GARDA VETTING INSTRUCTIONS · 2017

All students considering any type of placement that requires working with vulnerable populations of people **MUST** have a background check completed in the United States before arriving in Ireland. You will not be able to start your placement without it.

In addition, due to regulations set out by the Irish government, it is now a requirement for all students considering a placement in Ireland working with vulnerable populations of people to obtain a background check by a vetting agency in Dublin.

After students have been accepted into the Dublin program by their university, EUSA will email them an Irish background check form (NVB1).

***Important:** Once you have received an email with the form, you **MUST** complete and return this form as soon as possible. Failure to do so will severely limit the possibility of any work in healthcare, social care, and other NGO/non-profit settings.

Here are some steps to help you through this process:

Step 1: Complete the NVB1 Form

- EUSA will send you an NVB1 form in excel document format

Step 2: Submit NVB1 form and attached documents to EUSA

- Proof of identity and current (US) address are also required
- The easiest way to do this would be to provide a copy of your passport (*to be uploaded to the EUSA student gateway*) and have your university verify the address you provided them as a student

Step 3: Complete additional online form sent to you via email

- You will receive an e-invitation to complete an online form by a vetting agency in Dublin
- Along with the personal link, you will be sent a password that is only active for 30 days. **You MUST complete this form within those 30 days or it will expire.**

Step 4: Once the background check has been completed, the vetting agency will send the certificate directly to EUSA who will share it with the placement supervisor.