



Irish Methodist Youth and Children's Department

An Garda Siochana e-Vetting Steps

Step 1

A vetting invitation form is obtained from the designated person.

Step 2

The vetting subject manually completes and returns the form to the designated person and provides proof of identity.

Step 3

The designated person validates proof of identity and sends the application form and the proof of identity form to IMYC.

Step 4

IMYC will then send the vetting subject an e-mail with a link attached inviting him/her to complete a Vetting Application Form.

Step 5

The vetting subject completes a Vetting Application Form online which submits it to IMYC.

Step 6

IMYC reviews the Vetting Application Form and submits it to the National Vetting Bureau.

Step 7

The National Vetting Bureau processes the application and forwards a vetting disclosure to IMYC.

Step 8

IMYC reviews the vetting disclosure and as soon as is practicable provides a copy of the disclosure to the vetting subject and sends a letter to the designated person with any necessary information e.g. a disclosure has been made or the check is clear.

To use our eVetting service you must...

- Have or have access to a valid email address
- Have access to the Internet
- Have completed the "Proof of Identity" process