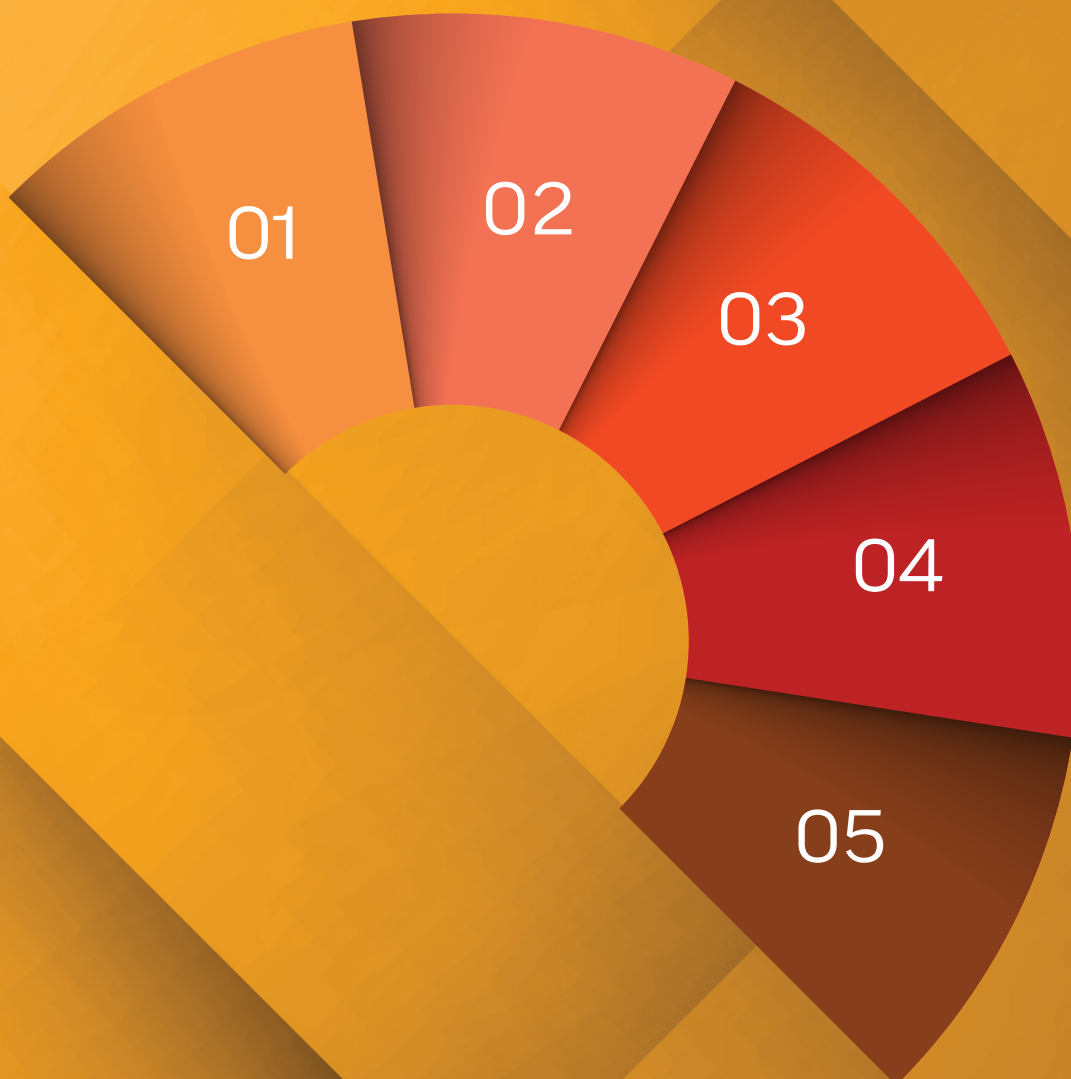


Version 4.1

JMB Vetting Procedures for Schools 2026



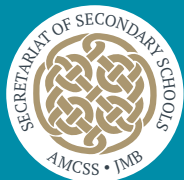
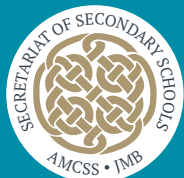


Table of Contents

Introduction	2
Vetting Process	3
NVB1 Form	7
Vetting Roles (available on www.jmb.ie)	10
School User – Creating the Invitation	12
Vetting Applicant – Form Submission Process	16
School User – Review and Approve Vetting Application	19
School User – Review and Reject Vetting Application	24
Principal User – Accessing the Document Repository	27



Introduction

The JMB Vetting Procedures for Schools 2026 supersedes all previous vetting documentation issued by the JMB. It also takes account of recent changes introduced by the National Vetting Bureau (NVB).

The Irish vetting legislation, specifically the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, provide a legal framework for the vetting of individuals working with children or vulnerable persons. Vetting is a crucial process in ensuring the safety and wellbeing of children and young people. All people engaged in 'relevant work or activities' must be vetted prior to being employed/placed in the school. "Relevant work or activities" means any work or activity carried out by a person where a necessary and regular part of that work or activity consists mainly of the person having access to, or contact with, children or vulnerable persons.

All people being employed by a school, paid or unpaid, should be vetted. The only exception is persons who are helping on an occasional, unpaid basis and who are not involved in the coaching, mentoring, counselling, teaching, or training of pupils.

Registered and registrable teachers employed by the school must be vetted through the Teaching Council prior to taking up employment in the school. Non-teaching personnel must be vetted through the JMB. A full list of roles that are subject to vetting is provided on pages 10-11. Students participating in work experience who are involved in relevant work or activities, i.e. working with children or vulnerable adults must be vetted using the JMB portal. Persons over 18 years in host families should also be vetting through the JMB.

For PME students, the school can enter into a written agreement with a college or colleges under which the college will vet the PMEs and will share the outcome with the school. In these circumstances the school should ask the PME for a copy of the disclosure. JMB advises that if the vetting shared by the college for a PME is more than 12 months old, the PME should be vetted again. PMEs can also be vetted through JMB.

In the case of the employment of a person on behalf of the **State Examinations Commission (SEC)**, in respect of the conduct and delivery of the State examinations, such people are exempt from the requirement to be vetted. This exemption applies to locally appointed superintendents of special examination centres, aural examinations, practical examinations, and May examinations etc. who are temporarily employed for the purposes of the annual State examinations. The advice of the SEC is that, when appointing superintendents, school authorities must take account of the wider duty of care and prudence considerations set out in section 9 of Circular 31/2016.

As an additional safeguard, the child protection related **Statutory Declaration Form** ([LINK](#)) must be provided to the school authority by all people appointed to teaching and non-teaching positions of any duration unless the person has previously provided the school authority with a statutory declaration which was made during the same or previous calendar year. In addition, a **Form of Undertaking** ([LINK](#)) must be signed by all people prior to appointment to any teaching or non-teaching position of any duration. The Form of Undertaking and completed Statutory Declaration must be retained by the school authority.

EU Directive 2011/93/EU

On 7th July 2025, the National Vetting Bureau (NVB), in line with the **EU Directive 2011/93/EU**, introduced additional child protection checks with the other twenty-six EU member states and the UK, to strengthen the protection of children. These additional checks affect only those who have resided in another EU state or the UK. While these additional checks strengthen child protection in the public interest, they have led to increased vetting application turnaround timelines for those who have resided in another EU state or the UK.

The NVB processing times for vetting applications is an average of 14 working days, but timelines vary for each application as they depend on the necessary searches that the NVB must carry out as part of the process. The NVB

advises schools to allow for up to an additional ten working days for applications requiring checks with an EU country. For applications requiring checks with the UK, an additional twenty working days are required. The NVB has advised that these timelines are in line with established EU/UK policy and are outside the remit/control of the Garda NVB.

Key points:

- No person can be engaged in relevant work or activity until a vetting disclosure has been officially received from the National Vetting Bureau (NVB).
- The specific roles that fall under Schedule 1 of the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012, are provided on pages 10-11 of the JMB Vetting Application Procedures. The role being applied for must be clearly stated on the application form.
- A person under the age of 16 years cannot be vetted.
- If an applicant is 16 or 17 years of age, a completed NVB 3 Parent/Guardian Consent Form is required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB1 Form.

Vetting Process

There are five stages in the vetting process:

- Stage 1:** School stage
- Stage 2:** JMB processes the application and submits the vetting application to the NVB.
- Stage 3:** An invitation to the e-vetting website is issued to the Vetting Subject from evetting.donotreply@garda.ie. The relevant checks are completed by the NVB and a vetting disclosure issues to the JMB.
- Stage 4:** The disclosure is provided to the contact person (usually the principal) via the JMB Vetting Portal
- Stage 5:** The vetting process is only complete when the principal reviews and accepts the vetting disclosure/outcome. The school should print two copies of the vetting disclosure, retain one copy in the school file and provide a hard copy to the Vetting Subject.

Confidentiality is essential in the processing of vetting applications. It is vital to ensure that the appropriate security arrangements are in place at all stages of the vetting process to protect the security, confidentiality and integrity of all personal data of applicants. All data must also be managed within the statutory provisions of the Data Protection Acts/GDPR.

The school authority must designate one person as a contact person for the purpose of liaising with the Vetting Liaison Person in the JMB in relation to vetting applications on behalf of the school. The school contact person will usually be the principal or chairperson of the board of management. The school authority should also designate a person to deputise for the contact person during his/her absence. The school must designate school personnel to the roles of validator (person who validates the identity and address of the Vetting Subject) and school user (person who issues the vetting invitation).

School Stage:

1. The school provides the Vetting Subject (applicant) with the NVB1 Form and confirms the role that the applicant will undertake in the school.
2. The Vetting Subject completes the NVB1 Form (see page 7 of the JMB Vetting Application Procedures). A handwritten signature is required (digital signatures are not accepted) and the consent box must be ticked.
3. The NVB1 Form is submitted to the school and the school carries out the Validation of Identity and Validation of Address. The validator completes the Identity Document Validation Form (see page 9)
4. The School User issues a vetting invitation to the Vetting Subject via the JMB Vetting portal.
5. The Vetting Subject responds to the vetting invitation email and he/she submits a completed NVB1 Form to the school using the JMB online vetting portal.
6. The School User confirms the accuracy of the details provided by the Vetting Subject and submits the approved application to the JMB. See Page 23 for details on checking the status of an application on the JMB Vetting portal before it goes to the NVB portal
7. The school should continue to liaise with the Vetting Subject to ensure that the vetting process is progressing on the NVB portal.

Validation of Identity

All applicants are required to provide documents to validate their identity and address. The validator must meet the Vetting Subject in person to validate identification documentation. He/she must see the original documents to confirm that the Vetting Subject matches the documents. Photocopies of documentation will not be accepted. One of the following documents from this Identity Document Schedule must be provided to validate photographic ID:

Passport from country of citizenship

Irish Driving Licence or Learner Permit (new credit card format)

Irish Certificate of Naturalisation

National Identity Card (EU/EEA/Swiss Citizens)

- › The proof of identity documentation must be current and not expired.
- › The document must be a valid form of identification (as per the Identity Document Schedule).
- › The photograph on the original document must match the Vetting Subject and must be of high quality and clear.
- › The name on the document must match the name provided on the NVB1 Form
- › The date of birth on the document must match the date provided on the NVB1 Form.
- › The copy of the document produced by the validator must be clear and legible for audit purposes. A physical copy of the document should be retained for six months, after which a digital copy will suffice.

Validation of Identity for 16 and 17 year olds

Where a Vetting Subject is under the age of 18, a birth certificate is required and either a passport from a country of citizenship or a letter from the School Principal confirming the student's name, address and attendance. This letter must be on school headed paper and dated.

Validation of Address

The full address should be provided including the Eircode/Postcode. One of the following documents must be provided to validate proof of address

Bank Statement from a recognised bank (not private money lender or Revolut account statement)

Building Society Statement

Credit Union Statement

Credit Union Passbook

Utility Bill (i.e. gas, electricity, television, broadband, waste, or TV licence issued within the last six months). Mobile phone bills will not be accepted.

Correspondence from government departments

Letter from Local Council confirming residency

- › The proof of address must be dated within six months of the date the applicant signed the consent.
- › The address on the document must be the applicant's current address and match the address provided on the NVB1 Form.
- › The proof of address document must be deemed acceptable (as per the Identity Document Schedule).
- › The Vetting Subject's full name must be included on the proof of address document and the document must be on headed paper.
- › Where a student under 18 years is unable to provide the proof of address outlined above, they should produce a birth certificate and a letter from the School Principal confirming the student's name, address and attendance. This letter must be on school headed paper and dated.

- The copy of the document produced by the validator must be clear and legible for audit purposes. A physical copy of the document should be retained for six months, after which a digital copy will suffice.
- The validator is required to complete an Identity Document Validation Form (see page 9) and he/she must state that the copy of documentation retained by the school was made by them from the original which was presented at the time of validation.

Applicants residing outside the island of Ireland at the time of the application must:

- Hold an initial video meeting with the applicant, where the applicant will show their proof of identity and address documents.
- Scan and email a completed NVB1 Form, along with selected proof of identity and address documents from the accepted list (See Identity Document Schedule; documents must be from their county of residence).
- These scanned copies can be used to commence the vetting process.
- The address provided by the Vetting Subject must be their current residential address in the country of residence, not their address where they will reside in Ireland.

Prior to commencement of relevant work/activity or on the first day of commencement, the Vetting Subject must present in person:

- The original NVB1 Form
- All original identification documents that were previously scanned and submitted to commence the vetting process.
- At this point the validator must:
 - Validate the original documents used to confirm the identity of the Vetting Subject in person
 - Retain both the scanned copies originally submitted, and copies taken from the originals upon in-person presentation
 - Ensure that all copies are dated and validated in the relevant section
 - Keep these documents as part of the vetting application

Retention of Documents

The retention of documents is required to prevent, detect and investigate offences under the Act. The documents are used to enable the NVB to perform its functions, to ensure compliance with the vetting process and to assist in investigating breaches.

Schools are required to retain identity documents and NVB1 Forms in hard copy for six months (after which the documents may be converted to soft copy).

Document retention should conform to the following retention periods:

- Active individuals:** Retain data for the duration of employment or the Vetting Subject's engagement with the school
- Inactive individuals:** Destroy data within twelve months of departure from the school

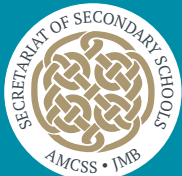
Compliance Checks

The NVB carries out announced and unannounced compliance checks in schools and Education Centres. The NVB will inspect the following documentation:

- NVB1 form
- NVB3 form
- Proof of identity and address documents
- NVB1 and Identity Document Validation form

The JMB is obliged to ensure that an accountable and auditable process is in place in schools and Education Centres.

The JMB will seek NVB1 forms, NVB3 forms, proof of identity and address documents and completed NVB1 and Identity Document Validation forms from a random selection of our schools/Education Centres each year.



Joint Managerial Body
Emmet House
Milltown
Dublin D14 V3K8



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicants signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

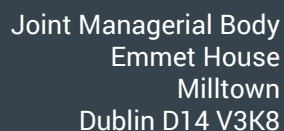
The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



Form NVB 1

Vetting Invitation

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

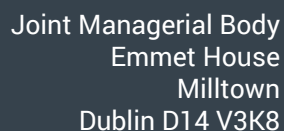
Name Of Organisation:

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

7

Please tick box, to confirm I have read above declaration.

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---



Applicant Details

Forename(s):

[illegible]

Surname:

Date Of Birth:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

[illegible]

Surname:

Relationship to applicant:

Father:

Mother:

Guardian:

Address:

Line 1:

[illegible]

Line 2:

[illegible]

Line 3:

[illegible]

Line 4:

[illegible]

Line 5:

[illegible]

Eircode/Postcode:

[illegible]

Parent/Guardian Consent

Name Of Organisation:

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian
Signature:

Date:

D	D
---	---

/

M	M
---	---

4

Y	Y
---	---

Y

	Y
--	---

FOR OFFICE USE ONLY – Not to be completed by applicant

NVB1 and Identity Document Validation Form

Your Ref:

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☐ Yes ☐ No
- Is the photograph on the document a true likeness of the Vetting Subject? ☐ Yes ☐ No
- Is the photograph of high quality and clear? ☐ Yes ☐ No
- Does the date of birth on the document match the date provided on the NVB1 Form? ☐ Yes ☐ No
- Does the name on the document exactly matching the name provided on the NVB1 Form? ☐ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☐ Yes ☐ No
- Does the address on the proof of address document match the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the Vetting Subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per the Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1 Form

- Is the NVB1 Form dated and signed by the Vetting Subject? ☐ Yes ☐ No
- Is the role deemed to be relevant work or activity? ☐ Yes ☐ No
- Is the Consent Box ticked? ☐ Yes ☐ No

Section 4: Document Confirmation

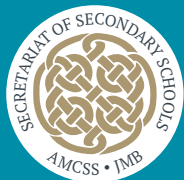
I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: ☐ Yes ☐ No
- Document Reference No.
- Proof of address document type: ☐ Yes ☐ No

**If you have answered No to any of the above questions
the Vetting Subject has not met the criteria to continue with the vetting process**

Section 5: Validator Information

- Validator's Name (PRINT NAME):
- Validator's Signature:
- Validator's Role:
- Validator's Contact Number:
- Date of Validation:



Vetting Roles

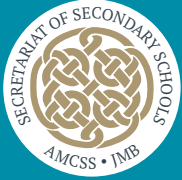
This form is available on www.jmb.ie

Please instruct your Vetting Subject which role to choose from drop down menu on JMB Vetting Portal

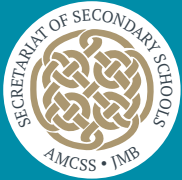
1	Accompanying children on a school tour
2	After school supervision
3	Artist in school
4	Assisting at extra-curricular or co-curricular activities
5	Bus Driver
6	Bus Escort
7	Counsellor (non-Teaching Council registered) working with students
8	Doctor attending students in school
9	Driving Instructor for students
10	Guest Speaker on mental health, wellbeing, or first aid
11	Host Family
12	House Master in boarding school
13	House Mistress in boarding school
14	Language Assistant
15	Mentor for students
16	Minister of religion having contact with students
17	PME
18	Psychotherapist working with students
19	School Administrator having contact with students
20	School Caretaker
21	School Catering Personnel having contact with students
22	School Chaplain

Please instruct your Vetting Subject which role to choose from drop down menu on JMB Vetting Portal

23	School Cleaner
24	School Completion Personnel
25	School Maintenance Personnel having contact with students
26	School Matron
27	School Musical Assistant
28	School Musical Choreographer
29	School Musical Director
30	School Nurse
31	School Secretary having contact with students
32	School Security Personnel
33	SNA (Special Needs Assistant)
34	Sports Coach
35	Sports Coach in Primary School
36	Student Placement in a Care Home
37	Student Placement in a Crèche
38	Student Placement in a Hospital
39	Student Placement in a Montessori School
40	Student Placement in a Preschool
41	Student Placement in a Primary School
42	Student Supervision
43	Student Workshop Presenter
44	Teacher (non-registered)
45	Tutor in School



Using the JMB Vetting Portal



School User – Creating the Vetting Invitation

Step-1 – Logging into the JMB Vetting Portal

- Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>
- Type your Username and Password into the fields provided and click “Login”. The JMB does NOT have these details

JMB VETTING Application Portal

Login Panel

Username
MacDonnellIT

Password

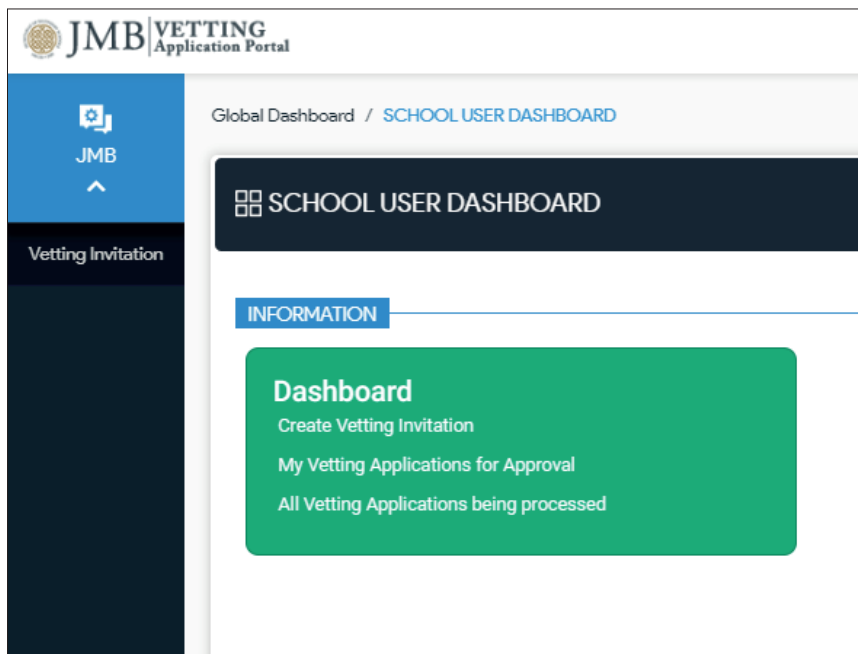
LOGIN

[Forgot Password](#)

TeamKonnnect Enterprise V.5.10.20220710

Step-2 – The Dashboard Options Explained

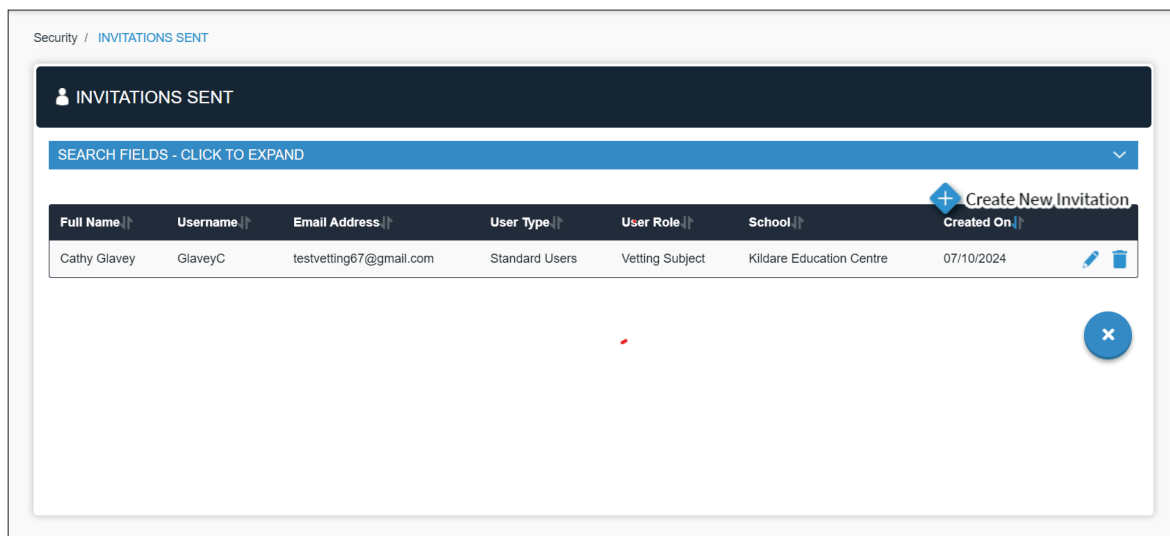
- The dashboard will load, presenting you with the following options
 - Create Vetting Invitation
 - ◆ This link will allow you to create new vetting invitations for your Vetting Subjects.
 - My Vetting Applications for Approval
 - ◆ This link will provide you with a list of currently active Vetting Subjects who have submitted their forms and are awaiting your approval.
 - All Vetting Applications Being Processed
 - ◆ This link will provide you with a list of all records that have been completed by you and submitted to the JMB.
 - Document Repository - Principal Access only (This only appears on the Principal access page)
 - ◆ This link provides access to all Disclosure Documents that have been uploaded by the JMB for your Vetting Subjects. This is available ONLY to the Principal Account user.



Step-3 – Creating a Vetting Invitation

› Creating a Vetting Invitation

- To create a new vetting invitation, click on the “Create Vetting Invitation” link.
- A screen similar to the one shown below will display, listing any existing invitations that you have created
- Click on “Create New Invitation” at the top right of the list to open the Vetting Invitation Form



Step 4 – Completing the Vetting Invitation Form Fields

- The Vetting Invitation Form will display similar to the example shown below.
 - Fill in the Salutation, First Name, and Surname fields as required.
 - During the creation of the Vetting Invitation, the Username defaults to “Surname + first character of the First Name,” and the Password will be auto-generated and auto-populated.
 - You must also enter the Vetting Subject’s Email Address into both the Email Address and Confirm Email Address fields.
 - The emails entered into these fields MUST MATCH or the submission will be rejected.
 - Click on the “Send” icon, and the invitation record will be saved.
 - An email will now be sent to the Vetting Subject with details of their invitation.

 INVITATIONS SENT - AWAITING SUBJECT RESPONSE

CORE INFORMATION

Salutation
Mr. ▾

First Name *

Surname *

User Name *

Password *

Confirm Password *

COMMUNICATION INFORMATION

Email Address *

Confirm Email Address *



Step-5 – Email sent to Vetting Subject

- An email will arrive in the Vetting Subject’s inbox with a link to the JMB Vetting Portal, along with a Username and Password for them to use to gain access.

Your vetting application account succ...

 Summarize

 no_reply <no_reply@jmb.ie>
To  Colm Stafford



11:12

NOTE: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

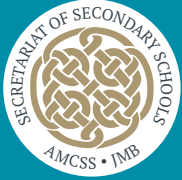
Dear **Colm Stafford**

Your vetting application account has been successfully created. Please click on the URL link and use the log in details provided.

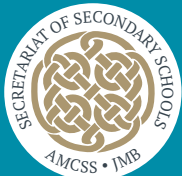
URL	https://jmbv2.teamkonnnect.com
Username	StaffordC
Password	laexPg38@@

Regards,

Kildare Education Centre



Vetting Applicant – Form Submission Process



Vetting Applicant – Form Submission Process

Step-1 – Logging into the JMB Vetting Portal

- › Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>
- › Type your Username and Password into the fields provided, and click “Login”.

The screenshot shows the login interface for the JMB Vetting Application Portal. At the top, there is a logo for the Secretariat of Secondary Schools (AMCSS) and JMB, followed by the text 'JMB VETTING Application Portal'. Below this is the title 'Login Panel'. There are two input fields: 'Username' and 'Password'. Below the password field is a blue 'LOGIN' button. At the bottom of the login panel, there is a link for 'Forgot Password'. The footer of the page indicates 'TeamKonnnect Enterprise V.5.10.20220710'.

Step-2 – Loading the Vetting Application Form

- › The Vetting Invitation Form will load automatically for you to complete as required.
- › Please Note the Following
 1. If you are under the age of 16 then you will not be allowed to submit the form.
 2. If you are aged 16 or 17, then you will need to also complete Parent/Guardian Consent Form – NVB3, available on the second tab of the same form.

Step-3 – Filling out the Required Fields on the Vetting Application Form

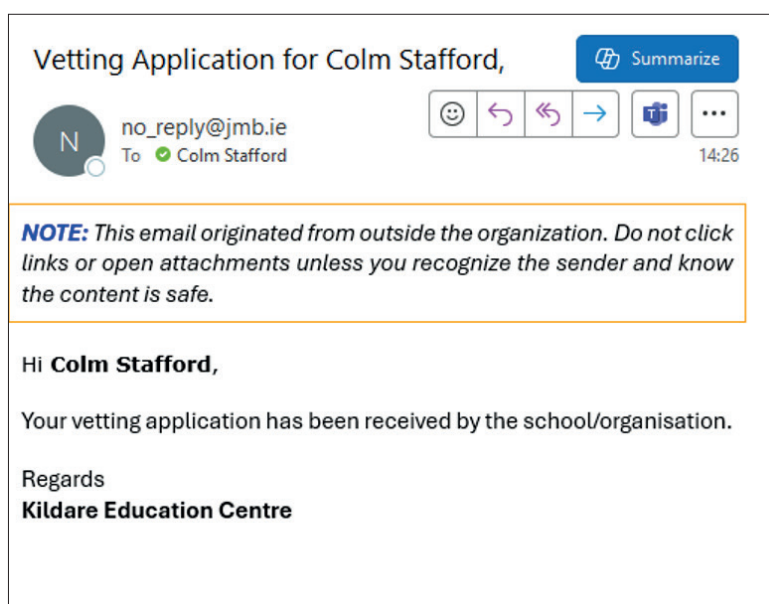
- › Please complete the form as outlined below
 - Select a value for the “Role Being Vetted For” from those available in the drop-down list.
 - Enter your Forename/First Name into the field provided
 - Enter your Middle Name into the field provided
 - Enter your Surname/Last Name into the field provided
 - Enter your Date of Birth into the field provided
 - Enter the required Email Address into the field provided

- Enter the Confirmed Email Address into the field provided
 - Enter the Contact Number into the field provided
 - Enter your Address Details into the various fields provided
 - Please read the notes provided under the Additional Information heading
 - Tick the “Please Tick Box to Confirm” to confirm that you have provided the correct information
- › You can click the “Save as Draft” icon at any time to save the form and return to complete it later
- Please note that the Surname Field is mandatory to save the form as a draft.
- › You can click the “Submit” icon when you have fully completed the form, which will submit your detailed response to the School.

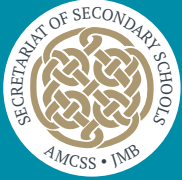
If the school determines that the application is not correct, the vetting application will be saved, and the Vetting Subject will receive an email outlining that their application has been rejected. The reason for the rejection will be provided. The Vetting Subject can log back into the JMB Vetting Portal, make the necessary change(s) and resubmit the application.

Step-4 – Email Confirmation after Submitting the Vetting Application Form

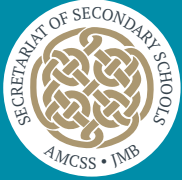
- › You will receive a confirmation email at the email address you provided, confirming that your submitted form has been received.



When the school/organisation submits your application to the JMB Vetting Portal, you will receive an email with clear instructions on how to complete the next stage of the vetting process.



School User – Review and Approve Vetting Application



School User – Review and Approve Vetting Application

Step-1 – Logging into the JMB Vetting Portal

- Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>. For your convenience, save this URL to your Favourites or bookmark it.
- Type your Username and Password into the fields provided, and click “Login”.

The screenshot shows the login interface of the JMB Vetting Application Portal. At the top, there is a logo for the Secretariat of Secondary Schools (AMCSS) and JMB, followed by the text 'JMB VETTING Application Portal'. Below this is the title 'Login Panel'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is positioned below the password field. A link for 'Forgot Password' is located below the login button. At the bottom of the page, the text 'TeamKonnnect Enterprise V.5.10.20220710' is displayed.

Step-2 – Access the Vetting Applications Awaiting Approval

- Click on “My Vetting Applications for Approval” to access any invitations awaiting approval.

The screenshot shows the 'SCHOOL USER DASHBOARD' of the JMB Vetting Application Portal. The dashboard has a dark blue sidebar on the left with the JMB logo and a 'Vetting Invitation' link. The main content area has a header 'Global Dashboard / SCHOOL USER DASHBOARD' and a title 'SCHOOL USER DASHBOARD'. Below this is an 'INFORMATION' section with a green box containing the following text: 'Dashboard', 'Create Vetting Invitation', 'My Vetting Applications for Approval', and 'All Vetting Applications being processed'.

- Each School User will receive an email notification at their vetting email address each day at 4 pm with a consolidated list of vetting applications submitted for approval that day. (See below.)

Hi **Jennifer Mcmanus**,

We have successfully received the list of vetting applications below.
Kindly [Log In](#) to review and verify the details.

Vetting Subject Name	Email Address	Date of birth	Role being vetted for
Dhanaraj Balakrishnan	dhanaraj@ers.ie	12/08/1978	Tutor in school

Step-3 – Vetting Application Forms Awaiting Approval

- The list of Vetting Applications that are awaiting approval will load as shown below.
- Click on the “pencil” icon to the right of the application to review it.

Security / INVITATIONS SENT

INVITATIONS SENT

SEARCH FIELDS - CLICK TO EXPAND

[+ Create New Invitation](#)

Full Name	Username	Email Address	User Type	User Role	School	Created On	
Taylor Smith	SmithT	testvetting67@gmail.com	Standard Users	Vetting Subject	Kildare Education Centre	09/10/2024	 



➤ The Vetting Invitation Form will open, displaying the information entered by the Vetting Subject.

22

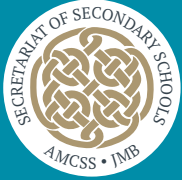
- As a School User, you are required to complete your portion of the Vetting Application as shown below.
 - You should tick any of the tick boxes as required based on the information available to you regarding this Vetting Subject:
 - ◆ Parent Guardian Consent (should only be ticked when NVB3 form is attached)
 - ◆ Proof of Identity
 - ◆ Permission Received from Subject
 - Click the checkbox to confirm 'I confirm that I have checked these requirements'.

If you are satisfied that all the information provided by this Vetting Subject is correct you must now change the status of this application.

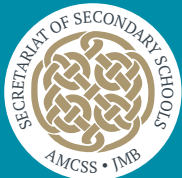
- Click the Status dropdown and select the option for "All checks completed by the school".
- Click the "Save" icon to save your changes, or Click "Submit to JMB" if you have made all the necessary checks and are ready to submit this Vetting Application to the JMB.
- This record will now disappear from the list of records under the "My Vetting Applications for Approval".
- This record will now appear under the list of records for "All Vetting Applications being Processed".
- The school has now completed its part in the application process for the vetting of the Vetting Subject. Please note that the final stage of the process requires the school to review the vetting outcome once it is issued.

Status on the JMB PORTAL (not the NVB portal)	Comments
Pending	A vetting invitation and their login credentials have been sent via email to the Vetting Subject. The status will be "Pending" on the Invitation Sent list for this Vetting Subject as they have not yet logged into the system
In progress	The Vetting Subject has opened the application as a draft but has not yet been submitted to the school.
Submitted by applicant	The vetting invitation has been submitted to the school by Vetting Subject.
Rejected	The vetting invitation was rejected by the school and returned to the Vetting Subject to make the necessary and return to the school for processing.
Expired – need to reapply	The vetting invitation sent from the School to the Vetting Subject was not opened or completed within the 30 days' timeframe. It is now considered 'Expired'. The vetting process needs to begin again by the school sending the Vetting Subject a new invitation (please delete the original invitation from all sections in the system)
All checks completed by the school	The vetting invitation has been verified by the school and submitted to JMB. JMB performs a bulk upload to NVB at 4 PM each day. <i>Please note after this stage the application is now on the NVB portal.</i> <i>The only 'status' available now is via the tracking link received by each Vetting Subject to their email from the Garda.</i>

Return to School	There was an error in the form submitted to JMB by the school. Most likely in the name – it could be submitted as ‘Byrne Byrne’ instead of Mary Byrne. The school needs to reject the application, highlight the error in the reason box and return to VS who can make the changes and resubmit
Disclosure uploaded	Disclosure uploaded to Document Repository accessible only by the Principal, 60 days to download



School User – Review and Reject Vetting Application



School User – Review and Reject Vetting Application

Step-1 – Logging into the JMB Vetting Portal

- › Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>
- › Type in your Username and Password into the fields provided and click Login

The screenshot shows the login interface of the JMB Vetting Application Portal. At the top, there is a logo for JMB VETTING Application Portal. Below the logo, the text "Login Panel" is centered. There are two input fields: "Username" and "Password". Below these fields is a blue "LOGIN" button. At the bottom, there is a link for "Forgot Password". The footer of the page indicates "TeamKonnnect Enterprise V.5.10.20220710".

Step-2 – Access the Vetting Applications Awaiting Approval

- › Click on “My Vetting Applications for Approval” to access any invitations awaiting approval

The screenshot shows the School User Dashboard of the JMB Vetting Application Portal. The header includes the JMB VETTING Application Portal logo and the text "Global Dashboard / SCHOOL USER DASHBOARD". The main content area is titled "SCHOOL USER DASHBOARD". Under the "INFORMATION" tab, there is a green box labeled "Dashboard" containing the following items: "Create Vetting Invitation", "My Vetting Applications for Approval", and "All Vetting Applications being processed". The left sidebar contains a "Vetting Invitation" button.

- Each school user will get an email notification to their Vetting email address every day at 4pm, with a consolidated list of vetting applications submitted for approval that day.

Hi **Jennifer Mcmanus**,

We have successfully received the list of vetting applications below.
Kindly [Log In](#) to review and verify the details.

Vetting Subject Name	Email Address	Date of birth	Role being vetted for
Dhanaraj Balakrishnan	ghanaraj@ers.ie	12/08/1978	Tutor in school

Step-3 – Vetting Application Forms Awaiting Approval

- The list of Vetting Applications that are awaiting approval will load, as shown below.
- Click on the “pencil” icon to the right of the application to review.

Security / INVITATIONS SENT

INVITATIONS SENT

SEARCH FIELDS - CLICK TO EXPAND

[+ Create New Invitation](#)

Full Name	Username	Email Address	User Type	User Role	School	Created On	
Taylor Smith	SmithT	testvetting67@gmail.com	Standard Users	Vetting Subject	Kildare Education Centre	09/10/2024	

Step-4 – Rejecting a Vetting Application Form

- As a School User, you are required to complete your portion of the Vetting Application as shown below.
- In the event that you determine the application should be rejected, click on the Status drop-down and select “Rejected”.
- Enter the reason into the “Reason for Rejection” field.
- Now, click the “Save” icon to make your changes.
- The vetting application will be saved and an email will be sent to the Vetting Subject outlining that their application has been rejected and the reasons for this rejection.
- The Vetting Subject can log back into the Portal, make any necessary changes and resubmit their application form.

SCHOOL RESPONSES

☒ Parent Guardian Consent

☒ Proof Of Identity

☒ Permission Received from Subject

☒ I confirm that I have completed the Identity Document Validation Form.
I further confirm that the proofs of identity will be retained in the school until 12 months after the applicant is no longer either employed by the school or engaged by the school in relevant work or activities as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012

☒ I confirm that I have checked these requirements.

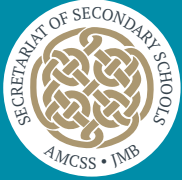
External Reference
SSS19250

School User
Vetting 3 Person

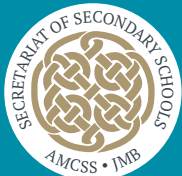
Status
All checks completed by the school

Reason for Rejection

Sent to JMB
15/12/2025



Principal User – Accessing the Document Repository



Principal User – Accessing the Document Repository

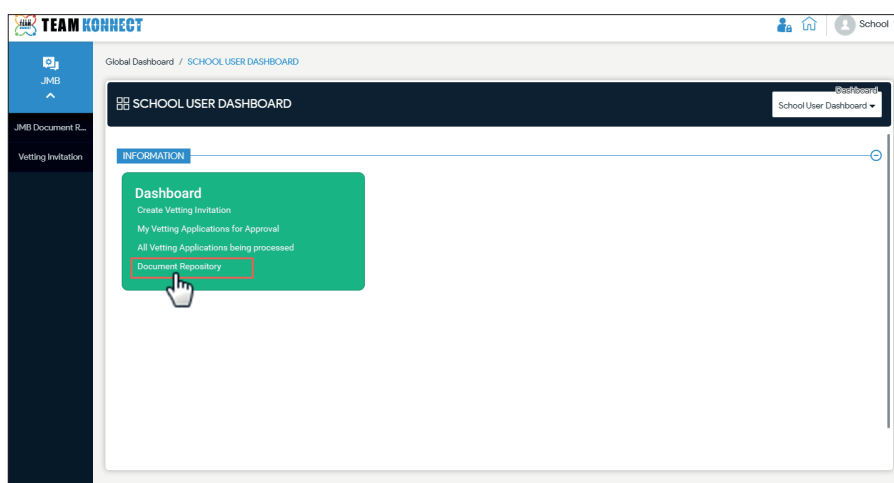
Step-1 – Logging into the JMB Vetting Portal

- › Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>
- › Type in your Username and Password into the fields provided, and click “Login”.

The screenshot shows the login interface for the JMB Vetting Application Portal. At the top, there is a logo for the Secretariat of Secondary Schools (AMCSS) and JMB, followed by the text 'JMB VETTING Application Portal'. Below this is the title 'Login Panel'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is positioned below the password field. A link for 'Forgot Password' is located below the login button. At the bottom of the page, it says 'TeamKonnnect Enterprise V.5.10.20220710'.

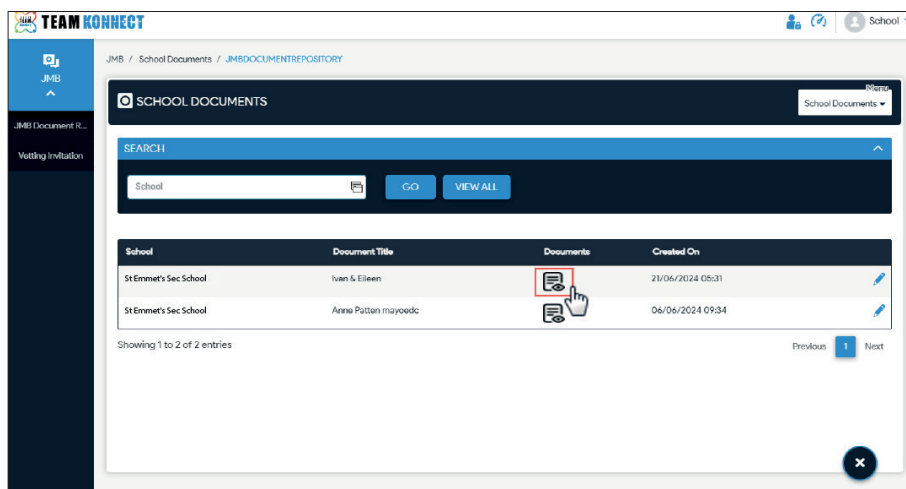
Step-2 – Loading the Portal Dashboard

- › The Principal will see the following links available on the Dashboard after login. Click on “Document Repository”.

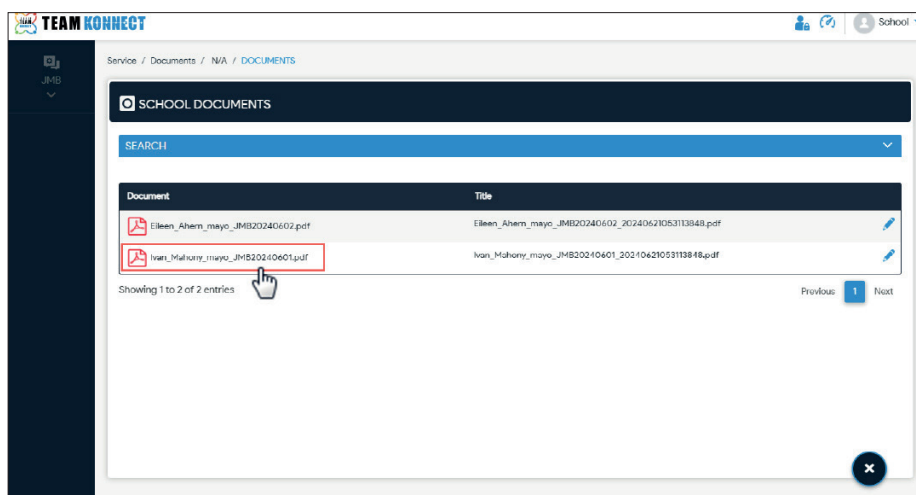


Step-3 – Reviewing the Disclosure Documents

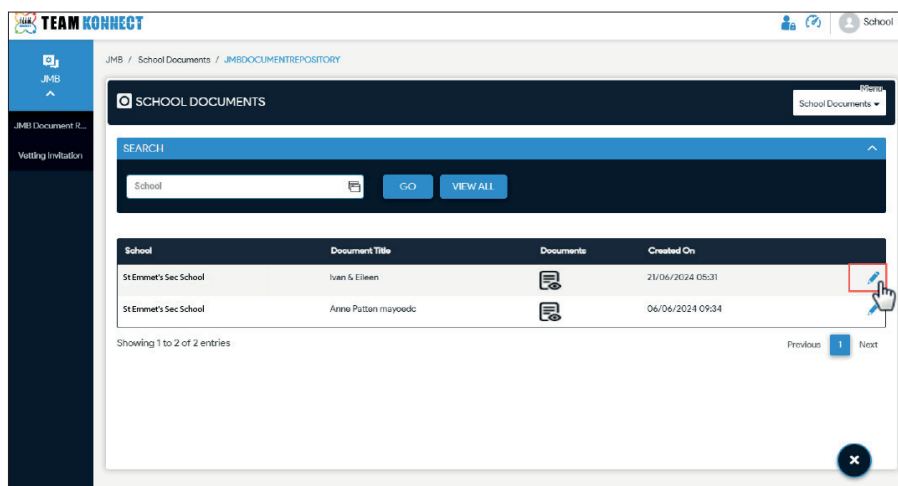
- The Principal User can view all documents assigned specifically to their school. For instance, if a Principal User is associated with “St. Emmet’s Secondary School,” they will only be able to view documents assigned to “St. Emmet’s Secondary School.” To download the documents, click on the document icon as shown below.



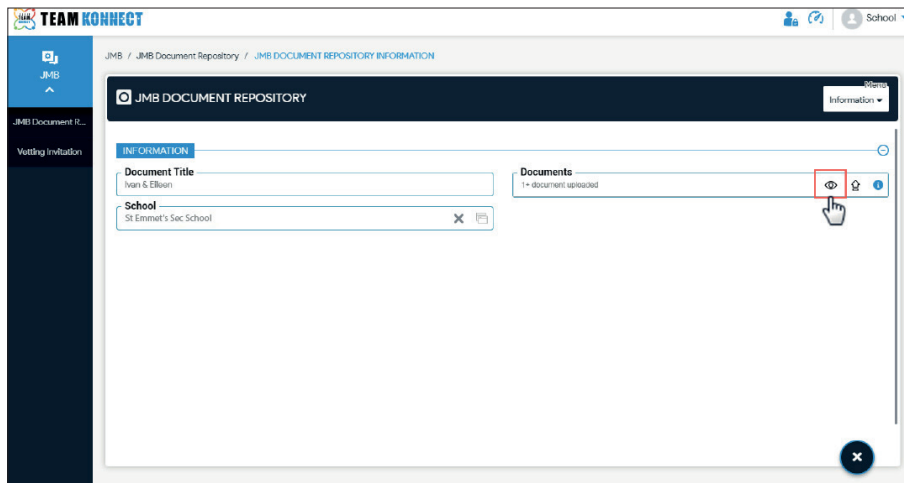
- The Principal User will be redirected to the Document Library page, where they can see all the files uploaded against this record. Click on the document name to download the corresponding file.



- The Principal User can also download the documents by clicking on the “pen” icon in the School User view.



- The Principal User can view the document by clicking on the “Eye” icon below.



- The Principal should print off two copies of the disclosure: keep one in the Vetting Subject's file and give one copy to the Vetting Subject.
- The Principal has up to 60 days to download the disclosures. After this time, they will no longer be accessible, nor will JMB be able to reinstate them. As a consequence, the vetting process will have to be started again.
- The vetting outcome must be reviewed by the Principal. If the disclosure includes a conviction or other relevant information, the school must consider these in the context of the Vetting Subject's application. The Principal must determine if the disclosure provides a valid reason not to proceed with engaging the Vetting Subject. In these circumstances principals should seek advice from the JMB.

Please direct vetting related queries to evetting@jmb.ie