

Background checks for internships

According to Irish law, companies that interact with children and vulnerable adults must check the background and identity of all their staff, including interns. You will need to provide the following documents:

1. Proof of current address
2. Written references
3. Proof of identity
4. Police vetting (home country)
5. Police vetting (Garda Vetting Ireland, NVB1/NVB3)

Required documents

(1) Proof of current address

This must be ONE official document which includes your name and address. Acceptable documents are:

- Identity card
- Utility bill (from electricity, gas, or internet provider)
- Bank statement
- Credit card statement
- Confirmation from employer
- Printed and signed statement from town hall

(2) Written references

You will need TWO written references from supervisors/employers/teachers who know you. Please use the attached template.

(3) Proof of identity

If you have a passport: You need TWO different types of proof of identity. This will be (a) your passport AND (b) your national identity card.

If you do not have a passport: You must provide THREE types of proof of identity. This will be (a) your national identity card AND (b) your health insurance card AND (c) your school identity card (student card).

(4) Police vetting/criminal record check (home country)

Provide a copy of your home country's police vetting. If you can, please ask to have the confirmation in English.

(5) Police vetting/criminal record check (Garda Vetting Ireland, NVB1 and/or NVB3)

In addition to your home country police vetting, you will also need to be checked through the Irish Garda Vetting process. Please use the attached forms.

(6) Insurance confirmation for all students

Students must have insurance for medical, accident, and workplace liability covering their stay in Ireland. ADC will send a template letter to your school, which must be returned to ADC signed and stamped to confirm appropriate cover. It will look like this:

Insurance confirmation

Dear host company,

This is to confirm that the following students have appropriate medical, accident, and workplace liability insurance cover for their Erasmus+ work experience project in Ireland.

What to do next >>>

What you need to do next

Step 1: Apply for your local *police vetting* (see 4) as soon as possible. Ask your teachers to provide *references* (see 2) for you. If you need to apply for a *confirmation of your address* at your town hall (see 1), please do this now. Once you have received those documents, follow step 2.

Step 2: Fill in the *police vetting documents for Ireland* (see 5) and scan them together with all other documents. Send the scanned documents to your school.

Step 3: Your school will gather all scanned documents and send them to ADC. In case documents must be posted, please send them to the following address:

Post documents to:

ADC College Dublin
Garda Vetting
Unit A1, Centrepoint Business Park,
Oak Road, Park West,
Dublin, D12 K248,
Ireland

We need to receive your completed documents no later than 4 months before the project starts.

Step 4: Once we have received your documents, we will check them one final time and send them to your work placement company. Your work placement company will enter your details in their system and apply for your police vetting with the Irish police (Garda). If we need additional documents, we will get in touch with your teacher, or you/your parent directly.

Step 5: You will receive a link from the Garda Vetting Bureau by email. Open the link and confirm your details. Please regularly check your email inbox and junk folder to avoid missing this important email. If you have problems with the link, please contact us immediately. You will not be able to start your placement, if the Garda Vetting procedure is not completed before your arrival (this usually takes a few weeks).

Step 6: The work placement company will receive your police vetting and you can start your work placement on the agreed date. Make sure you bring your ID with you on your first day to verify your identity.