



Overseas Clearance in respect of Vetting Procedures

Scope:

These procedures apply to persons undertaking relevant work or activities who have resided overseas for a period of 6 months or more. This policy should be read in conjunction with Mayo, Sligo and Leitrim ETB's Vetting Policy and Procedures.

Purpose:

This document outlines how Mayo, Sligo and Leitrim ETB will deal with vetting applications where applicants have resided overseas for a period of 6 months or more.

Policy Statement:

If an applicant has resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, Mayo, Sligo and Leitrim ETB will request that the applicant obtain a Police Clearance Certificate from those countries stating that he/she has no convictions recorded against him/her while residing there. The applicant will need to provide a separate Police Clearance Certificate for each country resided in. Clearance must be dated after the date you left the country/countries.

Clearance must be dated after the date you left the country/countries. Seeking Police Clearance Certificates from other countries (e.g. Britain, Australia, USA, etc.) is the responsibility of the applicant and must be completed in full prior to taking up duty or delivering services.

Procedure:

Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the individual. It is a process which can take a significant amount of time. Therefore, if you are interested in pursuing work or activities within Mayo, Sligo and Leitrim ETB we would strongly advise that you commence seeking international security clearances now. For your convenience, useful information and links are provided in the attached appendix, which may assist you in commencing the process.

Candidates who studied outside of Ireland e.g. in the UK, please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated after you left the UK.

If you require overseas security clearance and are unable to produce it at the time of offer of employment, then the offer of employment may be withdrawn. Mayo Sligo and Leitrim ETB will accept no liability for the withdrawal of offers of employment in such circumstances.

Review:

This policy will be reviewed in accordance to changes in legislation, direction as issued by Department of Education and Skills and/or as directed by the National Vetting Bureau.

Please refer to Appendix 1 for useful information in obtaining Overseas Clearances

APPENDIX 1

Useful Information

United Kingdom

London: content.met.police.uk/Article/Making-a-subject-access-request Metropolitan Police Service - Your right to information www.disclosurescotland.co.uk www.southwalespoliceauthority.org.uk/ www.north-wales.police.uk
Links to UK Police Force sites

This website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Force's website.

www.gov.uk/make-a-freedom-of-information-request/organisations

(This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au

This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.courts.govt.nz

This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please Note: Valid Security/Overseas Clearance from the USA must be obtained from the FBI only **<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>**

FBI - Guide for Obtaining Your FBI Identification Record

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the **relevant embassies** who could provide you with information on seeking Police Clearance. Police Clearance will only be accepted in the English Language. (This may require you to have your document translated and certified by a registered translator <https://www.translatorsassociation.ie>). Both original documents should be forwarded to the Liaison officer in MSLETB.

MSLETB is not liable for costs associated with the provision of any required documentation.

Please Note: original documents only will be accepted. If you require the original back, a copy of your Clearance will be retained on file and the original returned to you by post.

In the absence of documents please provide proof of your attempts to obtain these documents i.e. letters from Embassies or Law Enforcement Authorities.