

DCU FOREIGN POLICE CLEARANCE

Vetting undertaken by the [National Vetting Bureau](#) (NVB) covers the Republic of Ireland and Northern Ireland.

Where an applicant has resided outside Ireland for a cumulative period of 36 months or more over the age of 18 they must also furnish a Foreign Police Certificate (FPC) from the country or countries of residence. The University reserves the right to request FPC for a lesser period if it so requires. This Certificate should state that the applicant has no convictions recorded against them while residing there or the Certificate should disclose any convictions recorded against the applicant during the term of residence. *The information contained in the FPC will not be used by the University for a purpose other than for assessing the suitability of the person for the relevant work or activities for which they are being considered.*

At its discretion, the University may, afford an employee or a potential candidate a period of up to 6 months to obtain the appropriate FPC.

Information on how to obtain this can be found here:

All Countries: [A-Z list of countries and how to get Police Certificates](#)

UK: [UK Police Certificates](#)

These links are for information purposes only. They provide the most relevant source of information on how to obtain Foreign Police Certificates from all countries around the world. DCU has no affiliation or connection to any information displayed on these websites.

Please note all Certificates have to be current and original documents. It will be necessary to have documents translated into English, if required.

Please return original Foreign Police Certificates to:

Catherine Farrell
Human Resources Department
Collins' Avenue
Glasnevin,
Dublin 9

If there are costs involved, you will need to obtain and keep original receipts for reclaim of the expense incurred. Information on re-imburement is available from DCU HR.

Where an applicant cannot provide a Foreign Policy Certificate, supporting documentation will be sought by DCU from the applicant as to why the certificate cannot be obtained. In such circumstances, DCU reserves the right to seek a statutory declaration (signed and stamped by a Solicitor or Commissioner of Oaths) where a satisfactory police/criminal record/disclosure cannot be obtained for the following reasons:

Where DCU is aware that police clearance is only obtainable by residents of the country concerned;

- The application resided in the country for a period of less than 6 months
- The applicant was travelling through the country and had no fixed address
- The applicant resided in the country for more than 10 years ago
- The country is at war or experiencing political upheaval or
- The applicant has provided correspondence demonstrating that police clearance cannot be obtained.

Applicants should email staffvetting@dcu.ie to request a Statutory Declaration Form.

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