



## **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 Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity and must be checked and verified by your Group Leader

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. Eg Volunteer Carer, Volunteer Nurse, etc

### **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.



Your Ref:

Form NVB 1

## Vetting Invitation

### Section 1 – Personal Information

offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle Name:

Surname:

Date Of Birth:

D	D	/	M	M	/	Y	Y	Y	Y
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Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

### Section 2 – Additional Information

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. Please tick box ☐

Applicant's  
Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

#### OFFICE USE ONLY

I \_\_\_\_\_ (Group Leader) have verified the applicant's identity by checking the photographic identity and proof of address as per the Verify identity 100 point check... Signed by \_\_\_\_\_

# Guidelines – Verify identity

## 100 point Check



Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	

# 100 point Check



Identification	Score	Tick
<b>P60, P45 or Payslip</b> (with home address)	35	
<b>Utility bill</b> e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
<b>Public services card/social services card/medical card</b>	25	
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	40	
<b>Bank/Building Society/Credit Union statement</b>	35	
<b>Credit/debit cards/passbooks</b> (only one per institution)	25	
<b>National age card</b> (issued by An Garda Síochána)	25	
<b>Membership card</b>		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
<b>Correspondence</b>		
<ul style="list-style-type: none"> <li>From an educational institution/SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	

# 100 point Check



Identification	Score	Tick
<b>Children under 18 years (any one of the following)</b>		
• Birth certificate	100	
• Passport	100	
• Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution	100	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
• Passport	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
• Affidavit witnessed by a Commissioner for Oaths	100	
<b>TOTAL</b>		