

# **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.



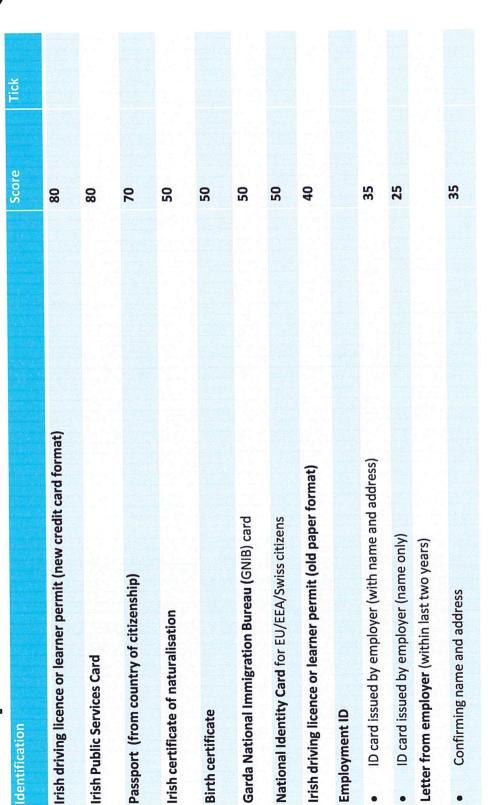
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Form NVB 1

# **Vetting Invitation**

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# Guidelines – Verify identity 100 point Check









Iden	Identification	Score	Tick
P60,	P60, P45 or Payslip (with home address)	35	
<b>Utili</b>	<b>Utility bill e.g. gas, electricity, television, broadband</b> (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Pub	Public services card/social services card/medical card	25	
•	With photograph	40	
Ban	Bank/Building Society/Credit Union statement	35	
J	Credit/debit cards/passbooks (only one per institution)	25	
Nati	National age card (issued by An Garda Siochana)	25	
Mer	Membership card		
•	Club, union or trade, professional bodies	25	
•	Educational institution	25	
Corr	Correspondence		
•	From an educational institution/SUSI/CAO	20	
•	From an insurance company regarding an active policy	20	
•	From a bank/credit union or government body or state agency	20	

