



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 applicants signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

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.

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.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.

**ACCS
Unit 10H
Centrepoint Business Park
Oak Drive
D12VK74
T: 01 4601150**

T: 01 4601150



Your Ref:

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):										
Middle Name(s):										
Surname:										
Date Of Birth:	DD	/	MM	/	YY					
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 TO CONFIRM I HAVE READ ABOVE DECLARATION.

Applicant's

Signature:

Date: / /

**PARENT/GUARDIAN CONSENT FORM (NVB 3)****Applicant Details**

Forename(s):

Surname:

	/		/	
DD/MM/YYYY				

Date of Birth:

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Surname:

Email Address:

Relationship to applicant:

Father: Mother: Guardian:

Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian
Signature:

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Date: / /

Identity Document Validation Form

Section 1: Photographic ID

Is the photographic document, being relied upon, current and not expired? Yes No

Is the photograph on the document a true likeness for the vetting subject? Yes No

Is the photograph of high quality and clear? Yes No

Is the date of birth on the document matching the date provided on the NVB1 Form? Yes No

Is the name on the document exactly matching the name provided on the NVB1 Form? Yes No

Section 2: Proof of Address

Is the address document dated within six months of the consent date? Yes No

Is the address on the proof of address document matching the address provided on the NVB1 Form? Yes No

Is the vetting subject's name included on the proof of address document? Yes No

Is the document acceptable as proof of address document, as per Identity Document Schedule? Yes No

Section 3: NVB1 Form

Is the NVB1 form dated and signed by the vetting subject? Yes No

Is the role accepted to be relevant work or activity? Yes No

Is the Consent Box ticked? Yes No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (original) Yes No

Photographic ID document type: _____ Yes No

Document Reference No. _____

Proof of address document type: _____ Yes No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____

Validator's Role: _____

Validator's Contact Number: _____

Date of Validation: _____

NVB1 Form Validation - Important

Criteria for Assessment

- Name, address, and date of birth must be correctly entered.
- Contact details to be completed fully. If the applicant is over 16 years of age and under 18, the email address provided must belong to a parent or guardian.
- Relevant role must be completed correctly. e.g., 'volunteer' not acceptable.
- Name of the organisation e.g., school name.
- Sign and date the form - A handwritten signature is required. Typed name not acceptable.
- Submitted within 6 months.
- Fully completed, signed, and dated by the applicant.
- **CONSENT BOX MUST BE TICKED BY APPLICANT**