



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 applicant's 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.



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:	D	D	/	M	M	/	Y	Y	Y	Y																			
Email Address:																													
Contact Number:																													
Role Being Vetted For:																													
Eg Juvenile Coach																													
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:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Identity Document Validation Form

Life Reg ID

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 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 (Club Children's Officer/Chairperson)

Validator's Name (PRINT NAME):

Validator's Signature:

Validator's Role:

Validator's Contact Number:

Date of Validation:

ID Documents

ID Documents accepted by the NVB

There has been a change to the documents that are required as part of your identity check for NVB vetting. All applicants must produce the original document and a copy to the person validating their identification. The original and the copy must be the same.

One document from Part 1 and one document from Part 2 must be produced. The documents shown in the tables are the only documents accepted by the NVB:

Part 1: Photographic documents

Photo Identification – Documents accepted, must be in date
Passport from country of citizenship
Irish Driving Licence or Learner Permit (new credit card format)
Irish Certificate of Naturalisation
National Identity Card (EU/EEA/Swiss Citizens)

Part 2: Proof of Address documents

Proof of Address – Documents accepted, dated within last 6 months	
Category	Document type
Credit Institutions	Bank Statement from recognised bank (private money lenders and Revolut are not accepted)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waster, TV licence) Mobile phone bills are not accepted
Government Bodies	Correspondence from a government department
Local Authorities	Letter from Local Council confirming residency

Applicants aged 16 or 17 years of age

If an applicant, aged 16 or 17 cannot produce the documents required above the following two documents must be provided:

Birth certificate
Written statement by a school principal or an accredited third level institution confirming the applicant's attendance and address – dated within the last 6 months