

Guidelines for Completing the Vetting Invitation Form (NVB1)

For Applicants' 18 years and over please read these instructions carefully prior to completing the attached NVB1 Form

General:

- The Applicant is required to complete Section 1 & 2 of the NVB1 Form – *Original only Photocopies of this form will not be accepted*
- The name on your NVB1 and your proof photograph ID must correspond
- The Validator is required to complete the Identity Document Validation Form
- The Form must be completed in full using BLOCK CAPITALS and writing must be clearly legible.
- All applicants will be required to provide original documents to validate their identity and current address as per below

Category	Document Type
	<u>Photo Identification</u>
	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)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

- If the applicant is under 18 years of age, the Parent\Guardian Consent Form NVB 3 must be completed.

Personal Details:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box.
- Please fill in your Email Address accurately, allowing one character/symbol/number per box. The invitation to the e-vetting website will be sent to the email address you provide.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

Role Being Vetted For:

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Applicant:

Applicants must confirm their understanding and acceptance in Section 2 by ticking the box provided and signing and dating the Form. **Please note Electronic Signature is not accepted.**

e-Vetting Process

The Applicant will receive an email from the Garda Vetting Bureau with a link to the online NVB2 Form which must be completed within 30 days.

Please answer both Preliminary Questions below. In respect of the question “Does the role involve working with children” this applies to the role you are currently being vetted for and the answer, therefore, should be “yes”.

An Garda Síochána Time remaining: 01:59:41 As Gaeilge Help

Home Our Services > eVetting > Complete Application

Complete Application

1 Preliminary Questions 2 Personal Information 3 Addresses 4 Self Disclosed Criminal Record 5 Preview & Submit

Preliminary Questions

Other than the Republic of Ireland ☐ No
have you lived in any EU state or ☒ Yes
in England, Scotland, Wales or
Northern Ireland?

Does this role involve working ☐ No
with children? ☒ Yes

Cancel Invitation Quit and Start Again Previous Next

Please have the following available if you have only lived in the Republic of Ireland

- Valid Passport Number
- Mother's maiden name
- All addresses where the applicant has resided from birth to current address.
- Postcodes for Northern Ireland addresses are mandatory.

If you have lived overseas in the EU/UK, you will also need the following additional information:

- Father's surname and forename
- Mother's maiden name and forename
- Previous addresses in the EU/UK

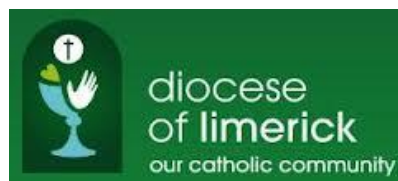
If you have any ID Documents listed below, associated with the EU/UK, ID Document numbers will be required.

- Civil Register Certificate
- Driving Licence
- National Identity Card
- Other Identification Document
- Passport
- Residence Permit
- Social Security Card
- Temporary Identity Card

A key feature of the e-Vetting system is that an applicant can track the progress of their own vetting application online and can see when their application has been processed and returned to the Diocesan Vetting Service.

The Garda e-Vetting process can only commence when this online form has been completed by the applicant.

Please tick if previously vetted by the Diocese	
Ref No: DOL001-	
Date of Disclosure:	



For Office Use Only		
Date Returned		
Date Received Back		
Ref No: DOL001-		
Date of Disclosure Received from NVB		
Indicate if Disclosure is NIL or ACTUAL	NIL ☐	ACTUAL ☐
Date of Parish Letter /School Email		
Contact Person Name School/Parish		

Vetting Invitation

BLUE BALLPOINT PEN TO BE USED

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.

Eircode/Postcode:**Date:**

Identity Document Validation Form

Vetting Subject Name: _____ **Role:** _____

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)
(Schools must also retain copies of all documentation for their files)

- Completed NVB1 Form (Original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No: _____ ☐ Yes ☐ 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: _____ Role: _____

School/Parish: _____ Vetting Email: _____

Validator's Contact Number: _____ Date of Validation: _____