



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 of the completed form will not be accepted.

All applicants will be required to provide documents to **validate their identity** and **proof of address**. The combination of identity documents provided must result in a score of **100** – see **Identification Document Form** attached.

All Schools to keep copies of the Identification

All Parishes are to send in copies of the Identification with the application to the Diocesan Office

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 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this 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.

The **Affiliate Organisation** e.g. Parish or School

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**.

Archdiocese of Cashel and Emly
 Archbishop's House
 Thurles
 Co. Tipperary

(0504) 21512
 vetting@cashel-emly.ie



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):	<input style="width: 100%; height: 25px;" type="text"/>
Middle Name:	<input style="width: 100%; height: 25px;" type="text"/>
Surname:	<input style="width: 100%; height: 25px;" type="text"/>
Date Of Birth:	<input style="width: 100%; height: 25px;" type="text"/>
Email Address:	<input style="width: 100%; height: 25px;" type="text"/>
Contact Number:	<input style="width: 100%; height: 25px;" type="text"/>
Role Being Vetted For:	<input style="width: 100%; height: 25px;" type="text"/>

Current Address:

Line 1:	<input style="width: 100%; height: 25px;" type="text"/>
Line 2:	<input style="width: 100%; height: 25px;" type="text"/>
Line 3:	<input style="width: 100%; height: 25px;" type="text"/>
Line 4:	<input style="width: 100%; height: 25px;" type="text"/>
Line 5:	<input style="width: 100%; height: 25px;" type="text"/>
Eircode/Postcode:	<input style="width: 100%; height: 25px;" type="text"/>

Section 2 – Additional Information

Name of Affiliate 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: / /

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.

IDENTIFICATION DOCUMENT FORM TO BE COMPLETED BY THE SCHOOL/PARISH

ALL SCHOOLS TO RETAIN COPIES OF IDENTIFICATION

PARISHES TO SUBMIT COPIES OF IDENTIFICATION TO THE DIOCESAN OFFICE

Identification Documents: Please tick ✓ which documents were provided by the applicant, copies of which are held on file by school/parish. Please note, original forms of ID must be supplied by the applicant in all instances. The combination of identity documents provided must result in a combined score of 100.

	<i>Please insert ✓ to indicate which documents were provided</i>	<i>Points for Vetting Applicant over 18 years</i>	<i>Points for Vetting Applicant under 18 years</i>
Irish Driving licence or learner permit (credit card format)		80	
Passport		70	100
Irish Certificate of Naturalization		50	
Birth Certificate		50	100
Garda National Immigration Bureau Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
ID card issued by employer—with name and address		35	
Letter from employer confirming name and address		35	
P60, p45 or Payslip (with name and address)		35	
Utility Bill		35	
Bank/Building Society/Credit Union Statement		35	
National Age card issued by An Garda Síochána		25	
Membership card from an Educational Institution		25	
Written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Total: <i>(Combined Minimum Score Required =100)</i>			

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that I have validated the identity of the Vetting Applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2003.

Signed: _____

Contact Person Position: _____

Email of Contact Person: _____

Name & Address of affiliate Organisation:

Date: _____

**Completed forms should be returned to: Ms. Denise Fleming or Ms. Ruth Walling, Vetting Dept.,
Diocesan Office, Archbishop's House, Thurles, Co. Tipperary.**