



Guidelines for completing Vetting Invitation Form (NVB1)

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

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 fully and clearly stated. Generic terms such as “Volunteer” will not be accepted.

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 boxes provided.**

Section 3 – Affiliate Organisation Information (to be completed by the School)

Name of School requesting vetting	
Name of Designated Contact Person	
Position	
Address of School	
Email	
Contact No.	

Identification Documents: To establish identity you need to provide documentary proof of the following: Name; Date of birth; Current Address; and Photographic ID. Please tick ✓ which documents are provided by the applicant. Only the documents listed below can be accepted.

Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
Forms of Photographic Identification –One, or more as outlined below must be provided			
Irish Driving license or learner permit (credit card format)		80	
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate - One form of Photographic ID must also be provided with birth certificate		50	100
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
Membership card from an Educational Institution		25	
Current National Age card issued by An Garda Síochána		25	
Forms of Proof of Current Address – One as outlined below must be provided			
Letter from employer(within last six months) confirming name and address		35	
P60, p45 or Payslip (within the last year, with name and home address)		35	
Utility Bill (Issued within last six months) (Mobile phone bills are not acceptable)		35	
Bank/Building Society/Credit Union Statement (Issued with the last six months)		35	
Current written statement from Principal confirming attendance at educational institution on letter head of that institution. One form of Photographic ID must also be provided with letter		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths. One form of Photographic ID must also be provided.		100	100
Combined Minimum Score Required =100	Total		

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 and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

I enclose vetting application form for review as part of this application.

Signed: _____
Designated Contact Person

Date: _____