

## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **General**

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 will not be accepted.

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

### **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.

### **Vetting of 16 & 17 Year Olds**

The legislation is directed at applicants aged 18 years or over at date of signing the form.

Applications can be made for those aged 16 and 17 years of age. The decision to vet 16 and 17 year olds is a policy decision for the organisation in question and this is not a legal requirement.

Where an application is being made for a 16/17 year old the consent of the parent / guardian must also be obtained. This is done by asking them to fill up the form (NVB 3). In addition the email address provided on the vetting invitation form (NVB 1) and the telephone no. is the email address and telephone no. of the parent / guardian (not the young person).

Proof of identity must also be obtained for the parent / guardian and the young person.

## 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:																															
Surname:																															
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																					
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

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.

### Section 3 – Organisation Information

Name of Organisation requesting vetting (Parish/School/Order)	
Contact Person (PP/Principal/Provincial)	
Address of Organisation	
Email <i>*(This is the address to which a disclosure of convictions is returned. It should therefore be an email address to which only the contact person has access)</i>	
Contact No.	
Roll No. (Schools Only)	

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

Contact Person signature \_\_\_\_\_ Date \_\_\_\_\_