



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.

Identity Document Schedule

Accepted Documentation Table: (Applicants Over 18)

Category	Document Type
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
Proof of Address	
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 (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

Applicants Under 18

Only in circumstances where an applicant under the age of 18 that does not have documentation outlined in the accepted documentation table will the following be accepted, two documents must be submitted, one document must be the birth certificate.

Identification
Birth Certificate
Written statement by a school principal confirming attendance (on school letterhead)
Passport from a country of citizenship

Strict Adherence: Only the documents listed are acceptable.

Identity Document Validation Form

Section 1: Photographic ID

- | | | |
|---|------------------------------|-----------------------------|
| Is the photographic document, being relied upon, current and not expired? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the photograph on the document a true likeness for the vetting subject? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the photograph of high quality and clear? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the date of birth on the document matching the date provided on the NVB1 Form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the name on the document exactly matching the name provided on the NVB1 Form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 2: Proof of Address

- | | | |
|---|------------------------------|-----------------------------|
| Is the address document dated within six months of the consent date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the address on the proof of address document matching the address provided on the NVB1 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the vetting subject's name included on the proof of address document? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the document acceptable as proof of address document, as per Identity Document | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 3: NVB1 Form

- | | | |
|---|------------------------------|-----------------------------|
| Is the NVB1 form dated and signed by the vetting subject? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the role accepted to be relevant work or activity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the Consent Box ticked? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- | | | |
|---------------------------------------|------------------------------|-----------------------------|
| Completed NVB1 Form (original) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Photographic ID document type: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Document Reference No. _____ | | |
| Proof of address document type: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> 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: _____
- Validator's Role:
(Bishop/Priest/Chairperson/Principal) _____
- Validator's Contact Number: _____
- Validator's Email Address: _____
- Date of Validation: _____

