

Your Ref:

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## 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(s):	
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

Name of 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.

By ticking the box, I confirm I have read above declaration.

Applicant's  
Signature:

Date: 

D	D	/	M	M	/	Y	Y	Y	Y
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**Please circle Yes or No**

Have you had treatment for any illness during the past five years which may have bearing on your ability to work with children and young people? **Yes / No**

*If Yes, please specify*

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Is there any reason that you cannot take up a position which involves having access to, or contact with, children or vulnerable adults? **Yes / No**

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*Please be aware that a criminal record will not necessarily prevent applicants from gaining a position.*

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Registered Charity in the Republic of Ireland (20015695)

Describe your reasons for taking up this position.	
Give details of previous experience of working with children /young people /vulnerable adults.	
Have you attended Safeguarding Training within the last three years?	
No	Yes
If this is a Re-Vetting application, tick here <input type="checkbox"/> and skip to page 4	
1 <sup>st</sup> Referee	Name
	Address
	Phone/Email
2 <sup>nd</sup> Referee	Name
	Address
	Phone/Email
Interviewed by	Name
	Position
	Name
	Position
Date of Interview	
Session Decision	Approved Not Approved Deferred
Reason for Decision	
Signature of Session Member	Date



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

Please read the following guidelines before completing this form. The old NVB2 and 100 point check are no longer used.

### **MISCELLANEOUS**

**Only ORIGINAL FORMS with hand written signature is acceptable. This is set out by the GNVB.**

Photocopies or emailed forms will not be accepted (to be clear: only verified photocopies of IDs are accepted).

The Form should be completed in ball point pen.

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.

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. Distinguish between numbers and letters ie.

**Ø versus O / capital L versus lower case l / i versus capital I**

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. Below are a few examples of acceptable terminology used for roles:

- Sunday School Leader supervising children aged 4 to 17 and promoting religious beliefs
- Volunteer Counsellor working with adults at risk over the age of 18
- Creche Helper supervising and caring for children aged 0 to 4 years
- Youth Helper supervising children on a regular basis aged 0 to 17 and promoting religious beliefs
- Minister supervising children of all ages and vulnerable adults on a regular basis and promoting religious beliefs
- Pastoral Care Volunteer visiting vulnerable adults and families on a regular basis and promoting religious beliefs
- Holiday Bible Club and Childrens Church Leader supervising children aged 4 to 17 and promoting religious beliefs

### **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.

## Accepted Garda National Vetting Bureau (GNVB) identity documents

CATEGORY	DOCUMENT TYPE
	<b>Photo Identification</b>
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<b>Proof of Address</b>
<b>Credit Institutions</b>	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
<b>Utility Providers</b>	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste and TV licence)
<b>Government Bodies</b>	Correspondence from government departments
<b>Local Authorities</b>	Letter from Local Council confirming tenancy

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted:

	<b>Identification</b>
	Birth Certificate <b>and</b> Written statement by a school principal or an accredited third level institution confirming attendance and address

**Two documents must be submitted, one to support identification and one to support proof of address.**

**Strict Adherence: Only the documents listed are acceptable** (Driving Licence does not cover proof of address)

**Data Retention Period:** retain original NVB1 form for the initial 6 months, after which a soft copy NVB1 form and soft copy ID documents will suffice. These must be retained for duration of engagement and destroyed within 12 months of departure.

Page 7 to be completed by DP or Minister or Kirk Session or Person in Authority

Your Ref:

## Identity Document Validation Form

### 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 retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original)  Yes  No
- Photographic ID document type: \_\_\_\_\_  Yes  No
- Document Reference 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:

\_\_\_\_\_

Validator's Role and Email:

\_\_\_\_\_

Validator's Contact Number:

\_\_\_\_\_

Date of Validation:

\_\_\_\_\_