

IRISH VETTING SERVICES

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. Ensure Email addresses are Clear, especially when using hyphen (-) and underscore (_) the digit zero and the capital letter O (i.e. 0 & O); and the digit one, the lowercase letter L and the uppercase i (i.e. 1, l & I

The Form **MUST** be completed in ball point pen.

Photocopies or Scanned vetting invitation forms **will not** be accepted.

All applicants are required to provide documents to validate identity and current address – see below

A completed form NVB3 – Parent / Guardian Consent Form - must accompany applications from those under 18 years of age. The applicant **must provide their Parent\Guardian Email address and contact no** on the application form (NVB 1) as the electronic correspondence will issue to the Parent\Guardian of applicants under 18 years.

Personal Details

Please enter email address as the invitation to the e-vetting website will be sent to this. Current address means the address you are currently residing at, to include eircode / postcode

Proof of Identification documentation required

Accepted forms of identity are as follows and you must submit both:

- 1.** A *certified copy*¹ of your current passport or Driving Licence / New Learner Permit (new credit card format only) and
- 2.** Original letter/document confirming proof of address. The proof of address can be a Utility Bill (e.g. gas, electricity, television, broadband) and must be less than 6 months old. Printed online bills are acceptable. **Mobile phone bills are not acceptable.**

¹A `certified copy` is a photocopy of the original document certified as being a true copy by a competent authority (that is, signed by a lawyer, Commissioner for Oaths, medical doctor, justice of the peace, university administrator, local law enforcement officer e.g. Garda Síochána, etc.). Photocopies of `certified copies` will not be accepted.

Role Being Vetted For

The role being applied for must be clearly stated and **MUST** relate to Children and/or Vulnerable Persons. 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.

NOTE: The completed form MUST BE RETURNED to the person / organisation you received it from. It MUST NOT be sent to Irish Vetting Services. The email link sent to applicants via email by the National Vetting Bureau expires **after 30 days if not accessed and the process must commence afresh, with additional costs involved.**

