Follow these guidelines to complete Garda Vetting Form NVB1

General

- The Form must be completed using BLOCK CAPITALS and writing must be clear.
- You must complete every line and include an email address.
- Photocopies will not be accepted. The signature must be a wet ink signature.
- If the applicant is 16 to 18 years of age, a NVB3 Consent Form and a NVB1 form will be required. The NVB3 form is available at www.foras.ie/en/e-vetting/. People under 16 cannot be vetted.

Personal Details

- Insert details for each field, allowing one block letter or 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.
- 'Current Address' means the address you are now living at.
- The role being applied for must be clearly stated.

Declaration of Application

- The applicant must confirm their understanding and acceptance of the two statements by signing the application form and ticking the box provided.

You will receive an email to complete your vetting online the day we receive this form.

Proof of Identity

Every applicant must provide proof of ID and address to the school

Photo ID Options

1. Passport from country of citizenship
2. Irish Driving Licence or Learner Permit (new credit card format)
3. Irish Certificate of Naturalisation
4. National Identity Card (EU/EEA/Swiss Citizens)

The ID must...

- Have the same name and Date of Birth on it as on the NVB1 Form.
- Have a clear photo which matches the applicant.
- Be in date and be chosen from the above 4 options only.

Proof of Address Options

1. Bank Statement from a recognised bank (not private money lenders or Revolut)
2. Building Society Statement, Credit Union Statement or Credit Union Passbook
3. Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence)
4. Correspondence from government departments
5. Letter from Local Council confirming residency

The Proof of Address must...

- Include the applicant's full name and be on headed paper.
- Be the applicant's current address and match the address on the NVB1 Form.
- Be dated within 6 months of the date of signature on the NVB1 Form.

Applicants Under 18

Where applicants aged 16 or 17 do not have the documentation outlined above, they can provide a birth cert. **and** either a passport from country of citizenship **or** written statement by school principal confirming attendance on school letterhead.

Cormac Mc Cashin
An Foras Pátrúnachta,
Bloc K3,
Campas Gnó Mhaigh Nuad,
Co. Chill Dara

Your Ref:

Form NVB 1

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 School:

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, to confirm I have read above declaration.**

Applicant's Signature:

Date: D D / M M / Y Y Y Y

FOR OFFICE USE ONLY – Not to be completed by applicant

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 Consent Box ticked?	[ ] Yes	[ ] No

Section 4: Document Confirmation

I have physically seen and retained **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 <u>No</u> 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: _____

Validator's Contact Number: _____

Date of Validation: _____