



*The voice of Irish sport*

## **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 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.

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. Note vetting is only applicable to those who are undertaking work with children or vulnerable persons.

### **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.



FIS Ref No:

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## 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:											
Surname:											
Date of Birth:	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
Email Address:											
Parent\Guardian Email if U18 years:											
Contact Number:											
Role Being Vetted For:											

**Work Involves:**

Children: <input style="width: 30px;" type="checkbox"/>	Vulnerable Persons: <input style="width: 30px;" type="checkbox"/>
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Current Address:

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

### Section 2 – Additional Information

**Name of Organisation:**

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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:**

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**Date:**

D	D	/	M	M	/	Y	Y	Y	Y
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### Section 3 – To be completed by the Person in the Organisation who is validating the ID

**Your Name:**

**Organisation Name:**

**Email Address:**

**Contact Number:**

**Role in Organisation:**

**Declaration:** I verify I have seen the person detailed above in Section 1 and have attached a copy of their identification documents. I have also ticked below the documents submitted (score must be at least 100). I confirm the Parent Consent Form is attached (if applicant is under eighteen years of age).

**Signature:**  **Date:**  /  /

#### List of Acceptable Documents (100 points required)

Identification Document	Points	Please Tick
Irish Driving Licence	80	
Passport (from country of citizenship)	70	
Irish Certificate of Naturalisation	50	
Birth Certificate	50	
Garda National Immigration Bureau (GNIB) Card	50	
National Identity Card for EU   EEA   Swiss Citizens	50	
Irish Driving Licence or Learner Permit (old paper format)	40	
Employment ID		
▪ ID card issued by Employer (with name and address)	35	
▪ ID card issued by Employer (name only)	25	
Letter from Employer (within last two years)		
▪ Confirming Name and Address	35	
P60   P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Bank/Building Society/Credit Union Statement	35	
Credit   Debit Cards   Passbooks (only one per institution)	25	
National Age Card (issued by An Garda Síochána)	25	
Membership Card		
▪ Club, Union or Trade, Professional Bodies	25	
▪ Educational Institution	25	
Correspondence		
▪ From an Educational Institution   SUSI   CAO	20	
▪ From an Insurance Company regarding an active policy	20	
▪ From a Bank/Credit Union or Government Body or State Agency	20	
<b>CHILDREN UNDER 18 YEARS</b> (any one of the following)		
Passport (from country of citizenship)	100	
Birth Certificate	100	
Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	100	
<b>RECENT ARRIVAL IN IRELAND</b> (less than 6 weeks)		
Passport	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
Affidavit witnessed by a Commissioner for Oaths	100	
<b>TOTAL</b>		