



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.

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.

Proof of Identity

One of the following forms can be used for this purpose:

Garda Vetting Applications from adults aged 18 +

- Irish driving licence or learner permit (new credit card format)
- Birth Certificate
- Irish certificate of naturalisation
- Passport (from country of citizenship)

Garda Vetting Applications from Students aged 16-18

- Birth Certificate
- Passport (from country of citizenship)
- If identity and date of birth have already been verified by the school upon student's registration, the Principal just needs to sign the addendum.

Current address

This can be confirmed by checking any two of the following:

- Utility bills 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)
- Public services card/ social services card/ medical card
- Credit / debit cards/passbooks (only one per institution)
- Bank / Building Society / Credit Union statement
- P60, P45 or Payslip (with home address)
- Correspondence from an insurance company regarding an active policy or from a bank / credit union or government body or state agency