

## 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.

At least two of the following documents must be sent with your Vetting Invitation Form to satisfy identification requirements.

**One** item from **Group 1** **AND** **one** item from **Group 2** below is required (including at least one item of photographic evidence).

GROUP 1	GROUP 2
Irish driving licence or learner permit (new credit card format)	National Age Card
Irish Public Services Card	Correspondence from an education institution e.g. Susi/CAO
Passport from country of citizenship	National Identity Card for EU/EEC/Swiss citizens
Birth Certificate	Employment ID card issued by employer (with name and address)
Garda National Immigration Bureau (GNIB Card)	P.60, P.45 or Payslip (with home address)
Affidavit witnessed by a Commissioner for Oaths	Certificate of Naturalisation

### **Please note:**

- 1) Original documents must be submitted with your Vetting Invitation application form.
- 2) All documents submitted must be valid, current and issued within the last 6 months.

If the applicant is **under 18 years** of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

### 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.

**School or Centre:** Insert school name or centre **and** programme e.g. PLC; BTEI; VTOS etc., where applicable