



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.

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.

e-Vetting - Verify identity

Identification

Score

Tick

Irish driving licence or learner permit (new credit card format)

80

Irish Public Services Card

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



100 point Check



Identification

P60, P45 or Payslip (with home address)

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)

Public services card/social services card/medical card

- With photograph

Bank/Building Society/Credit Union statement

Credit/debit cards/passbooks (only one per institution)

National age card (issued by An Garda Síochána)

Membership card

- Club, union or trade, professional bodies
- Educational institution

Correspondence

- From an educational institution/SUSI/CAO
- From an insurance company regarding an active policy
- From a bank/credit union or government body or state agency

Score

Tick

35

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