

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read these instructions carefully when completing the attached NVB 1 Form

THE DIOCESE DOES NOT PROVIDE A VETTING SERVICE TO PRIMARY SCHOOLS FOR THE FOLLOWING:

- Volunteers coming from other Organisations e.g. GAA;
- External Contractors Providing a Service;
- Post-primary or Third Level Work Experience/Placements;
- All those using school facilities, in their own right, after school hours.

General

- The Applicant is required to complete Section 1 and 2
- The Contact Person for the School is required to complete Section 3
- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clearly legible.
- Photocopies of this form **will not** be accepted.
- All applicants will be required to provide documents to validate their identity and current address as outlined in Section 3.
- If the applicant is under 18 years of age, the Parent\Guardian Consent Form NVB 3 must be completed and returned with NVB1
- Vetting Liaison Person (for the purposes of Section 2) is the Vetting Administrator in the Diocese

Personal Details

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box.
- Please fill in your Email Address accurately, allowing one character/symbol per box. The invitation to the e-vetting website will be sent to the email address you provide.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are currently living at.
- The address fields should be completed in full, including Eircode/Postcode. Postal codes are mandatory for Northern Ireland. No abbreviations to be used.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as **“Volunteer”** will not suffice.

Declaration of Applicant

Applicants must confirm their understanding and acceptance of the first two statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note that an Electronic Signature is not accepted.

Identification Documents

Applicants are required to provide original documents to validate their identity and proof of current address.


- To validate photographic identity, applicants should provide their passport or a new format drivers' license.
- To validate proof of current address, applicants should provide an original utility bill or bank statement issued within the last six months.

If these are not available other forms of identification/proof of current address may be used as outlined in Section 3. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

On-line Form NVB2

The applicant will receive an invitation from the Garda Vetting Bureau, to the e-vetting website, at the email address they provided. This provides access to the on-line NVB2 Form. This form must be completed within 30 days of receipt, after which it will then become inactive. The following information is required to complete NVB2 and **must** be to hand:

- Valid Passport Number
- Mothers maiden name
- Postcodes for Northern Ireland addresses are mandatory



DATE RECEIVED AT LDO

For Office Use Only		
Date Returned		
Date Received Back		
Date NVB1 Submitted to NVB		
Ref No: DOL001-		
Date of Disclosure Received from NVB		
Date of Parish Letter /School Email		
Date of Confirmation of Receipt from Parish/School		

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

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.

[illegible][illegible][illegible]

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[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]**Organisation/Parish**

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I have been informed of the process involved in the making of this application. I consent to the making of this application, the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person, and to the sharing of the disclosed information with the Parish/Diocese or School Contact Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

PLEASE TICK BOX ☐

PLEASE TICK BOX

I have provided documentation to validate my identity and proof of current address, as outlined in Section 3.

Copies to be supplied to the Vetting Liaison Person (and kept on file at the School)

PLEASE TICK BOX

10

Electronic Signature not accepted

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Date:

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Section 3 – Organisation Information

Name of Parish/School requesting vetting.		Roll No.	
Contact Person (signature below)		Contact No.	
Address of Organisation.			
Email.			

BLUE BALLPOINT PEN TO BE USED**BLUE BALLPOINT PEN TO BE USED****Identification / Proof of Address Documents**

Please note original form of ID and proof of current address must be supplied for verification by the applicants in all instances. Please tick ✓ which documents are provided by the applicant.

Copies of these documents must be forwarded to the Vetting Office and should also be held on file by School

Forms of ID - The combination of identity/proof of address documents provided must result in a combined score of 100	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
Photographic Identification –One, or more, must be provided			
Irish Driving license or learner permit (credit card format)		80	
Irish public services card		80	100
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate		50	100
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
Public Services Card with photograph		40	
Public Services Card – no photograph		25	
Proof of Current Address – One must be provided			
Letter from employer(within last two years) confirming name and address		35	
P60, p45 or Payslip (with name and home address)		35	
Utility Bill (Issued within last six months, (Mobile phone bills are not acceptable).		35	
Bank/Building Society/Credit Union Statement		35	
National Age card issued by An Garda Síochána		25	
Membership card from an Educational Institution		25	
Written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by Commissioner for Oaths.		100	100
Combined Minimum Score Required =100	Total		

One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that **I have validated the identity and current address of the Vetting Applicant** in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2003.

Contact Person Signature

Electronic Signature not accepted

Date: / /

AN GARDÁ SÍOCHÁNA



NATIONAL VETTING BUREAU

Guidelines for completing Vetting Form (NVB 2)

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.

Section 1 Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

For Gender field please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country Of Birth as this is a mandatory field.

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Insure that all years from birth to present are included.

Allow one letter per box and an empty box between words.

For the "Years From" and "Years To", please specify the year only e.g.

1	9	6	3
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It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal record means a record of the person's convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

A person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies.

Section 4 Liaison Person

This section is not to be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing.

Section 6 Additional Addresses

See guidelines for Section 2 Addresses.

Application valid on the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.



AN GARDÁ SÍOCHÁNA

NATIONAL VETTING BUREAU

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

[illegible]

Parent/Guardian Details

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.

[illegible]

Address:

[illegible]

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

**Parent/Guardian
Signature:**

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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