

# 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 Parish/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/number 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 Electronic Signature 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' licence.
- 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.

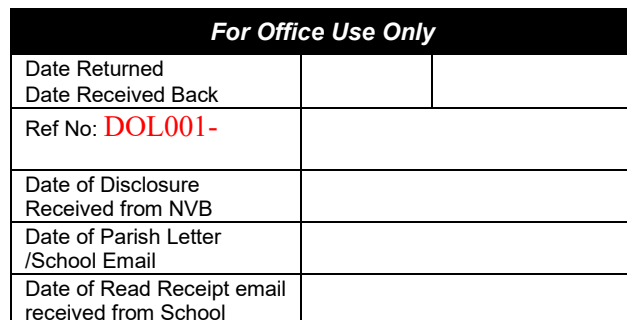
Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 or above – see Section 3.

### 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

**Please tick if you have been previously vetted by the Diocese of Limerick**



**BLUE BALLPOINT PEN TO BE USED**

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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]

Organisation/Parish		

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** ☐

PLEASE TICK BOX ☐

Electronic Signature not accepted

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

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### Photographic Identification / Proof of Address Documents

Please note original form of Photographic 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. **Only the documents listed below can be accepted**

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

Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. <b>Important: Only the documents listed below can be accepted</b>	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
<b>Forms of Photographic Identification –One, or more as outlined below must be provided</b>			
Irish Driving license or learner permit (credit card format)		80	
Passport		70	100
Irish Certificate of Naturalisation		50	
Birth Certificate (One form of Photographic ID must also be provided with 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	
Membership card from an Educational Institution		25	
Current National Age card issued by An Garda Síochána		25	
<b>Forms of Proof of Current Address – One as outlined below must be provided</b>			
Letter from employer(within last six months) confirming name and address		35	
P60, p45 or Pay-slip (within the last year, 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 (Issued with the last six months)		35	
Current 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
<b>Combined Minimum Score Required =100</b>	<b>Total</b>		

**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 2018 and GDPR.

Contact Person Signature

Electronic Signature not accepted

Date:   /   /