

Guidelines for Completing the Vetting Invitation Form (NVB1) and Information relating to the e-Vetting Process
The applicant must read these instructions carefully prior to completing the attached NVB1 Form

General:

- The Applicant is required to complete Section 1 and 2
- The Contact Person for the Parish/Lay Designated Signatory 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 original 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.
- 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 three statements in Section 2 by ticking the boxes provided and signing and dating the Form. Please note 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.

Foreign Police Clearance ("FPC"):

FPC is required for each country where the applicant has lived abroad for a cumulative period of 12 months after the age of 18 Years.

- The information which you provide in the next stage of the vetting process will be used to determine if we require FPC from you. If this is required, the vetting service will contact you as it is important to note that only the applicant themselves can apply for FPC.
- You should not be engaged in relevant work or activities until the Garda Vetting and FPC process has been completed.

E-Vetting Process:

When the Diocesan Vetting Service has processed the NVB1 Form to the National Vetting Bureau, the applicant will receive an email from the National Vetting Bureau that provides access to the on-line NVB2 Form. The online NVB2 must be completed within 30 days of receipt it will become inactive.

The Garda e-Vetting process can only commence when this online form has been completed by the applicant.

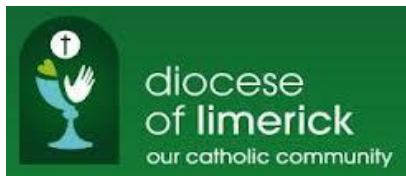
When completing the online VNB2 the applicant must have the following available:

- Valid Passport Number
- Mother's maiden name
- All addresses where the applicant has resided from birth to current address.
- Postcodes for Northern Ireland addresses are mandatory.

A key feature of the e-Vetting system is that an applicant can track the progress of their own vetting application online and can see when their application has been processed and returned to the Diocesan Vetting Service.

It is recommended that applicants retain this information page for reference purposes until vetting is complete.

**Diocese of Limerick
Vetting Service
Diocesan Centre
St. Munchins
Corbally
Limerick**



For Office Use Only		
Date Returned		
Date Received Back		
Ref No: DOL001-		
Date of Disclosure Received from NVB		
Indicate if Disclosure is NIL or ACTUAL	NIL <input type="checkbox"/>	ACTUAL <input type="checkbox"/>
Date of Parish Letter		
Contact Person Name		
Parish		

NVB1 Vetting Invitation

BLUE BALLPOINT PEN TO BE USED

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Section 1 – Personal Information

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.

Forename(s):	
Middle Name:	
Surname:	
Date Of Birth:	/ /
Email Address:	
Contact Number:	
Role Being Vetted For:	

Current Address:

Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

Section 2 – Additional Information (Please tick box in respect of each Statement)

Organisation/Parish

I have been informed of the process involved in the making of this application. I consent to the making of this application, to the sharing of my identification documentation with the Lay Designated Signatory (*where applicable*) and the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person. Also to the sharing of the disclosed information with the Director of Safeguarding, Parish/Diocese Contact Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

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

PLEASE TICK BOX

I consent to the information which I will provide online in the next stage of the vetting process being used to establish if I require overseas police clearance.

PLEASE TICK BOX

Applicant's Signature

Electronic Signature not accepted

Date: / /

Section 3 – Organisation Information

Name of Parish			
Contact Person (i.e. <i>Parish Priest/Lay Designated Signatory</i>)		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.**

Forms of Photographic ID - The combination of identity/proof of address documents provided must result in a combined score of 100. Important: Only the documents listed below can be accepted	Please insert ✓ to indicate which documents were provided	Over 18 Years Points for Vetting Applicant	Under 18 Years Points for Vetting Applicant
Forms of Photographic Identification –One, or more as outlined below must be provided			
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 License (old paper format)		40	
Membership card from an Educational Institution		25	
Current National Age card issued by An Garda Síochána		25	
Forms of Proof of Current Address – One as outlined below must be provided			
Letter from employer(within last six months) confirming name and address		35	
Tax Credit Certificate or Pay slip (within the last year, with date, name and home address)		35	
Utility Bill (Issued within last six months) Gas, Electricity, Refuse, Phone (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
Combined Minimum Score Required =100	Total		

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** (on behalf of the Diocese of Limerick) in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. In respect of schools/affiliates I 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
(i.e. *Parish Priest/Lay Designated Signatory*)

Electronic Signature not accepted.

Date: / /