

## Guidelines for Completing Parent/Guardian Consent for Over 16 years and Under 18 years Complete Invitation Form NVB 3 as Follows

### Personal Information:

#### The over 16 years and under 18 year-old Applicant should complete the following:

- Insert details for each field, allowing one block letter per box.
- For Date of Birth DD/MM/YYYY, allow one digit per box
- 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.

#### The Parent/Guardian should complete the following:

- **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.
- **Contact Number**, allowing one character/symbol/number per box
- Please allow one digit per box for your contact number.

### 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 for Applicant:

The over 16 years and under 18 year-old Applicant should provide two original documents as per the table below, one document must be a Birth Certificate. Original documents must be provided.

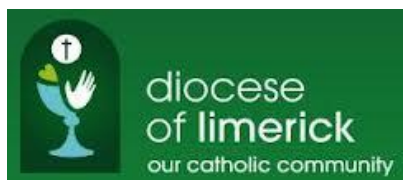
Identification
Birth Certificate
Passport from a country of citizenship
Written statement by a school principal confirming attendance (on school letterhead)

## Identification Documents for Parent/Guardian:

The Parent/Guardian one should provide one original Photo ID and one original Proof of Address Document from the table below. Only documents listed are acceptable.

Category	Document Type
	<b><u>Photo Identification</u></b>
	Passport from country of citizenship
	Irish Driving Licence or Learner Permit (new credit card format)
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	<b><u>Proof of Address</u></b>
<b>Credit Institutions</b>	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
<b>Utility Providers</b>	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
<b>Government Bodies</b>	Correspondence from government departments
<b>Local Authorities</b>	Letter from Local Council confirming residency

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



**For Office Use Only**

Date Returned		
Date Received Back		
Ref No: <b>DOL001-</b>		
Date of Disclosure Received from NVB		
Date of Parish Letter /School Email		
Date of Read Receipt email received from School		

## Form NVB3 Vetting Invitation

BLUE BALLPOINT PEN TO BE USED

BLUE BALLPOINT PEN TO BE USED

### 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.

**(Areas highlighted in blue must be completed by the Parent/Guardian)**

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)

Name of Organisation

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13 (4)(e) National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016


☐

Please tick box to confirm I have read above declaration

Applicant's

Electronic Signature not accepted

Date:



**(Areas highlighted in blue must be completed by the Parent/Guardian)**

[illegible][illegible]

**For Office Use Only – Not to be Completed by the Applicant or Parent/Guardian**

**Identity Document Validation Form**

Vetting Subject Name: \_\_\_\_\_ Role: \_\_\_\_\_

**Identification Documents – Two required, one to be birth certificate**

**Birth Certificate:** Is the Name on the Document exactly matching the name provided on the NVB3 Form ☐ Yes ☐ No  
Is the Date on the Document matching that provided on the NVB3 Form? ☐ Yes ☐ No

**Passport:** Is the photographic document current and not expired? ☐ Yes ☐ No  
Is the photograph of high quality and clear? ☐ Yes ☐ No  
Is the photograph on the document a true likeness for the vetting subject ☐ Yes ☐ No  
Is the Name on the Document exactly matching the name provided on the NVB3 Form ☐ Yes ☐ No  
Is the Date on the Document matching that provided on the NVB3 Form? ☐ Yes ☐ No

**Written Statement** from School Principal confirming school attendance on school letterhead within the last six months ☐ Yes ☐ No

NVB3 Form Is the NVB3 form dated and signed by the vetting subject ☐ Yes ☐ No  
Is the role accepted to be relevant work or activity ☐ Yes ☐ No  
Is the consent box ticked ☐ Yes ☐ No

I have physically seen the original and retained a copy of the following documents (Please check all that apply)  
Completed NVB3 Form ☐ Yes ☐ No  
ID Document Type: \_\_\_\_\_ ☐ Yes ☐ No  
Document Reference No: \_\_\_\_\_ ☐ Yes ☐ No

**If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process**

**Parent/Guardian Name:** \_\_\_\_\_

**Photographic ID** Is the photographic document current and not expired?  
Is the photograph on the document a true likeness for the vetting subject ☐ Yes ☐ No  
Is the photograph of high quality and clear? ☐ Yes ☐ No  
Is the Name on the Document exactly matching the name provided on the NVB3 Form ☐ Yes ☐ No  
Is the Date on the Document matching that provided on the NVB3 Form? ☐ Yes ☐ No

**Proof of Address** Is the address document dated within six months of the consent date ☐ Yes ☐ No  
Is the address on the proof of address document matching the address provided on the NVB1 Form ☐ Yes ☐ No  
Is the Parent/Guardian name included on the proof of address document ☐ Yes ☐ No  
Is the document acceptable proof of address document as per the Identity Document Schedule ☐ Yes ☐ No

NVB3 Form Is the NVB3 form dated and signed by the Parent/Guardian ☐ Yes ☐ No  
Is the consent box ticked ☐ Yes ☐ No

I have physically seen the original and retained a copy of the following documents (Please check all that apply)  
Completed NVB3 Form ☐ Yes ☐ No  
ID Document Type: \_\_\_\_\_ ☐ Yes ☐ No  
Document Reference No: \_\_\_\_\_ ☐ Yes ☐ No  
Proof of Address Document Type: \_\_\_\_\_ ☐ Yes ☐ No

**If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process**

**Validator Information**

Validators Name (Print Name) \_\_\_\_\_

Validators Signature: \_\_\_\_\_ Validators Role: \_\_\_\_\_

School/Parish: \_\_\_\_\_ Vetting Email: \_\_\_\_\_