

Guidelines for Completing Parent/Guardian Consent for Over 16 years and Under 18 years Complete Invitation Form NVB 1 as Follows

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

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:

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

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

- One of the forms of ID outlined in Section 3 under Points for Vetting Applicant Under 18 Years

The Parent/Guardian should provide the following:

- 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 Points for Vetting Applicant Over 18 Years.

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.

Parent/Guardian to Complete Consent Form NVB3 as Follows (Areas highlighted in blue must be completed by the Parent/Guardian)

This Form should be completed by the Parent/Guardian in its entirety. Ensure that consent box is ticked and that the form is signed and dated.

On-line Form NVB2 (to be completed by the over 16 years and under 18 years Applicant)

The Parent/Guardian will receive a link to the e-vetting website from the Garda Vetting Bureau. This provides access to the on-line NVB2 Form. This form must be completed by the applicant within 30 days of receipt after which it will 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

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

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. 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 Licence (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	
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
Combined Minimum Score Required =100	Total		

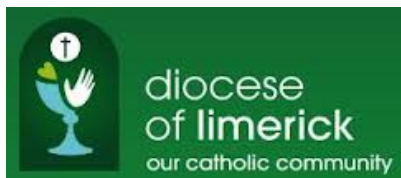
One in five forms that are submitted cannot be processed because information has not been filled in correctly /legibly and is returned to the Organisation

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 2018 and GDPR.

Contact Person Signature

Electronic Signature not accepted

Date: / /



PARENT/GUARDIAN CONSENT FORM (NVB 3) TO BE COMPLETED IN CONJUNCTION WITH NVB1 FORM

Parent/Guardian: Copies of identification and proof of current address documents outlined in Section 3 of the NVB 1 Form must be attached to this application

Young Person: A copy of one of the identification documents outlined in Section 3 of the NVB 1 Form must be attached to this application

ApplicantDetails

Forename(s):																													
Surname:																													
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																			

Parent/GuardianDetails

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):																												
Surname:																												
Relationship to applicant:											Father:		Mother:		Guardian:													

Address:

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

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, 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**

Parent/Guardian Signature
 Electronic Signature not accepted

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Date:

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