

## Guidelines for Completing the Vetting Invitation Form (NVB1) and Information relating to the eVetting 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/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 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 first two 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.

### eVetting 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 eVetting process can only commence when this online form has been completed by the applicant.

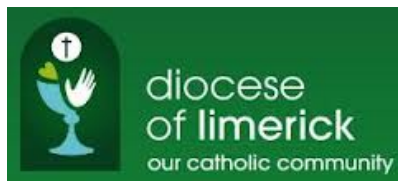
When completing the online VNB2 the applicant must have the following available:

- Valid Passport Number
- Mothers 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 eVetting 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**



Please tick if previously vetted by the Diocese	
Ref No: DOL001-	

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 /School Email		
Contact Person Name School/Parish		

## Form 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 or School 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 (and kept on file at the School)

PLEASE TICK BOX

**Applicant's Signature**  
Electronic Signature not accepted

Date:  /  /

### Section 3 – Organisation Information

Name of Parish/School requesting vetting.		Roll No.	
<b>Contact Person</b> (i.e. <i>Parish Priest/Lay Designated Signatory or School Principal</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**

**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 License (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 Payslip (within the last year, with name and home address)		35	
Utility Bill (Issued within last six months) ( <i>Mobile phone bills are not acceptable</i> )		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** (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 or School Principal*)

**Electronic Signature not accepted**

Date:  /  /