



An Garda Síochána
Ag Coinneáil Daoine Sábháilte - Keeping People Safe



diocese
of limerick
our catholic community

GUIDANCE FOR SCHOOLS IN THE DIOCESE OF LIMERICK

**Validation of Identity
& Consent in accordance
with the National Vetting
Bureau (Children &
Vulnerable Persons)
Acts 2012 to 2016**

Validation of Identity & Consent in accordance with the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016

This guidance document serves as a framework to validate the identity of vetting subjects requiring vetting under the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016. It outlines the essential criteria that must be assessed for the identity document, proof of address document, and the NVB1 (consent) form to ensure compliance with the requirements.

1. NVB1 form validation

The NVB1 form is crucial for the vetting process, and its accuracy must be thoroughly checked.

Criteria for Assessment: list was updated to follow the order of the NVB1 form

- The vetting subject's name, address, and date of birth must be correctly entered.
- The vetting subject's contact number and email address must be accurately provided.
- The role stated on the form must be clearly defined and must be within the definition of relevant work or activity.
- The name of the organisation must be specified on the form.
- The consent box must be duly ticked.
- The vetting subject must sign and date the form. A handwritten signature is required (digital signatures are not accepted)

The NVB1 form must be submitted within 6 months of the date signed

The NVB1 form must be fully completed, signed and dated **prior** to the submission of an application.

2. Validation of documents identity & address

Validation required by GNVB:

The validation required by GNVB refers to the process by which an individual (Validator) certifies that a copy of a document is a true and accurate reproduction of the original. The Validator must have seen the original document and must state that the copy was made by them from the original which was presented at the time of validation.

To ensure a thorough validation process, Validators must meet the Applicant in person to validate identity documents

- The Validator must physically see the documents to complete the NVB1 Form
- The following details must be recorded in the designated section of the NVB1 Form:
 - Document type and reference number (e.g. Passport number)
 - The date of validation must be recorded.
 - The Validator's name, position, and school name and roll number must be clearly recorded and their name printed and signed

3. Proof of Identity documentation

To ascertain the legitimacy of an Applicant's identity document, the following criteria must be examined:

Criteria for Assessment:

- The document being relied upon must be current and not expired.
- The identity document must be a valid form of identification (as per the Identity Document Schedule).
- The photograph on the original document must match the vetting subject and must be of high quality and clear.
- The name on the document must match the name provided on the NVB1 Form.
- The date of birth on the document must match the date provided on the NVB1 Form

All proof of identity documents and proof of address documents **must be seen in person and verified** by the Validator.

The copy of the document produced must also be clear and legible for audit purposes

The proof of identity document must be deemed acceptable (as per the Identity Document Schedule).

4. Proof of address documentation

The Validator must validate that the vetting subject's proof of address is accurate and up to date.

Criteria for Assessment:

- The document must be dated within six months of the date the applicant signed the consent.
- The address on the document must be the applicants current address and match the address provided on the NVB1 form
- The vetting applicants full name must be included on the proof of address document, and the document must be on headed paper

The proof of address document must be deemed acceptable (as per the Identity Document Schedule).

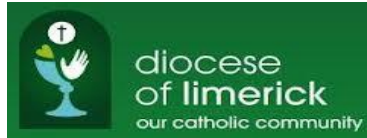
5. Identity Document Schedule

This schedule lists the documentation that the Garda National Vetting Bureau (GNVB) will accept when processing vetting applications.

Accepted Documentation Table:

(Applicants Over 18)

Category	Document Type
	<u>Photo Identification</u>
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy



THIS FORM IS AN ONLY AN EXAMPLE OF THE NVB1 TEMPLATE

Guidelines for Completing the Vetting Invitation Form (NVB1)

For Applicants' 18 years and over please read these instructions carefully prior to completing the attached NVB1 Form

General:

- The Applicant is required to complete Section 1 & 2 of the NVB1 Form – *Original only Photocopies of this form will not be accepted*
- The name on your NVB1 and you proof photograph ID must correspond
- The Validator is required to complete the Identity Document Validation Form
- The Form must be completed in full using BLOCK CAPITALS and writing must be clearly legible.
- All applicants will be required to provide original documents to validate their identity and current address as per below

Category	Document Type
	<u>Photo Identification</u>
	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)
	<u>Proof of Address</u>
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (i.e. gas, electricity, television, broadband, waste & TV licence – issued within the last 6 months)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming residency

- If the applicant is under 18 years of age, the Parent\Guardian Consent Form NVB 3 must be completed.

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 in Section 2 by ticking the box provided and signing and dating the Form. **Please note Electronic Signature is not accepted.**

e-Vetting Process

The Applicant will receive an email from the Garda Vetting Bureau with a link to the online NVB2 Form which must be completed within 30 days.

Please answer both Preliminary Questions below. In respect of the question “Does the role involve working with children” this applies to the role you are currently being vetted for and the answer, therefore, should be “yes”.

Please have the following available if you have only lived in the Republic of Ireland

- 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.

If you have lived overseas in the EU/UK, you will also need the following additional information:

- Father's surname and forename
- Mother's maiden name and forename
- Previous addresses in the EU/UK

If you have any ID Documents listed below, associated with the EU/UK, ID Document numbers will be required.

- Civil Register Certificate
- Driving Licence
- National Identity Card
- Other Identification Document
- Passport
- Residence Permit
- Social Security Card
- Temporary Identity Card

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.

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

**Please tick if previously
vetted by the Diocese**

Date of Disclosure:



BLUE BALLPOINT PEN TO BE USED **Vetting Invitation** **BLUE BALLPOINT PEN TO BE USED**

Date:

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Identity Document Validation Form

Vetting Subject Name: _____ **Role:** _____

Section 1: Photographic ID

Is the photographic document being relied upon, current and not expired? ☐ Yes ☐ No

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 date of birth on the document matching the date provided on the NVB1 Form? ☐ Yes ☐ No

Is the name on the document exactly matching the name provided on the NVB1 Form? ☐ Yes ☐ No

Section 2: 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 vetting subject's name included on the proof of address document? ☐ Yes ☐ No

Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1 Form

Is the NVB1 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

Section 4: Document Confirmation

I have physically seen and retained / forwarded a copy of the following documents: (Please check all that apply)

Completed NVB1 Form (Original) ☐ Yes ☐ No

Photographic 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.

Section 5: Validator Information

Validator's Name (PRINT NAME): _____

Validator's Signature: _____ Role: _____

School/Parish: _____ Vetting Email: _____

Validator's Contact Number: _____ Date of Validation: _____