

# DIOCESE OF CORK AND ROSS

## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

- The applicant is required to complete sections 1 & 2
- The Contact person for the School is required to complete Section 3
- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
- The Form should be completed in ball point pen using blue or black ink.
- Photocopies will not be accepted.
- All applicants will be required to provide documents to validate their identity and proof of address
- If the applicant is under 18 years of age, a completed NVB 3 -Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age, the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

**Please return all forms to the following address: For the attention of Elaine Williams, Cork and Ross Offices, Redemption Rd., Cork. DO NOT** send this form directly to the National Vetting Bureau or to any Garda Station.

### **Personal Details**

- Insert details for each field, allowing one block letter per box and a blank box between words.
- For Date of Birth field, allow one digit per box in the format of DDMMYYYY.
- Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e- vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations. Postcodes are mandatory for all Northern Ireland addresses.

All applicants will be required **to provide documents to validate their identity** and **proof of current address**.

- 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 address may be used. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 – see Vetting Invitation Form for further details.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Please be specific e.g. Special Needs Assistant, Pupil Support, etc. Generic terms such as “Volunteer” will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

### **Organisation Information**

**This part of the form should only be completed by the Principal or Chairperson of the Board of Management and not by the Applicant.**

Please indicate in the field provided what documents were provided to validate the Applicant's identity, a total identification score of 100 must be obtained

The form should be signed by the School Principal or Chairperson of the Board of Management

Your Ref:

Diocese of Cork & Ross,  
Cork And Ross Offices,  
Redemption Rd.,  
Co Cork

Form NVB 1

## Vetting Invitation

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.

### Section 1 Personal Information

Name Of Organisation: Diocese of Cork and Ross

Forename(s):	
Middle Name:	
Surname:	
Date Of Birth:	D D / M M / Y Y Y Y
Parent's Email Address:	
Parent's Contact Number:	
Role Being Vetted For:	
Name of School	

Current Home Address	Line 1:	
	Line 2:	
	Line 3:	
	Line 4:	
	Line 5:	
Eircode/Postcode:		

### Section 2 Additional Information

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 12(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please Tick Box

Applicant's Signature:  Date: 

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Schools to please return this form to: Ms. Elaine Williams, Cork and Ross Diocesan Offices, Redemption Road, Cork. An invitation to the e-vetting website will then be sent to the applicant's Email address.

### Section 3 Organisation Information

Name of Organisation requesting vetting – School	
Contact Person: Principal/Chairperson	
Address of Organisation	
Email for vetting correspondence and Disclosures	
Contact No.	
Roll No	

**Identification Documents:** Please tick ✓ which documents were provided by the applicant, **copies of which are held on file by the School.** Please note original forms of ID and proof of address must be supplied by the applicant in all instances. The combination of identity documents provided must result in a combined score of 100

Form of ID	Please insert ✓ to indicate which documents were provided	Points for Vetting Applicant over 18 years	Points for Vetting Applicant under 18 years
<b>Photographic identification – One, or more must be provided</b>			
Irish Driving licence or learner permit (credit card format)		80	
Passport		70	<b>100</b>
Irish Certificate of Naturalisation		50	
Birth Certificate		50	<b>100</b>
Garda National Immigration Bureau (GNIB) Card		50	
National Identity Card (EU/EEA/Swiss citizens)		50	
Irish Driving Licence (old paper format)		40	
<b>Proof of Current Address – One must be provided</b>			
Letter from employer (within last two years) confirming name and address		35	
ID card issued by employer with name and home address		35	
ID card issued by employer (name only)		25	
P60, P45 or Payslip (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		35	
National Age card issued by An Garda Síochána		25	
Membership card from an Educational Institution		25	
Written statement from Principal confirming attendance at educational institution on letter head of that institution		N/A	<b>100</b>
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by a Commissioner for Oaths.		100	<b>100</b>
Total: (Combined Minimum Score Required =100)			

*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 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 2003.*

**Contact Person Signature:**   
Principal/Chairperson

**Date:**   /   /