

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

Please read the following guidelines before completing this form.

### **Miscellaneous**

- 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.

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.

**All applicants** will be required **to provide documents to validate their identity** and **proof of address**. Where available, applicants should provide their passport and a new format drivers' licence. 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. Supervisor of Young People, Special Needs Assistant, Priest, Choir Leader, 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

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

Your Ref:

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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													
Email Address:																							
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: 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 your Email address.

### Section 3 Organisation Information

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

**Identification Documents:** Please tick ✓ which documents were provided by the applicant, **copies of which are held on file by School/Parish/Agency. Please note original forms of ID 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
Irish Driving licence or learner permit (credit card format)		80	
Irish public services card		80	100
Passport		70	100
Irish Certificate of Naturalisation		50	
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	
Public Services Card with photograph		40	
Public Services Card – no photograph		25	
ID card issued by employer—with name and home address		35	
ID card issued by employer-(name only)		25	
Letter from employer(within last two years) confirming name and address		35	
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	100
Vetting Subject is unable to achieve 100 points but has provided Affidavit witnessed by a Commissioner for Oaths.		100	100
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:**

**Date:**   /   /