



Diocese of Ferns

Guidelines for completing Vetting Invitation Form (NVB 1)

Please Note:

- ✓ The Vetting Invitation Form (NVB1) applies to all applicants with an email address. If the applicant does not have an email address a paper Vetting Form (NVB2) can be filled out.
- ✓ This Form must be completed in full using BLOCK CAPITALS and writing must be clear and legible.
- ✓ This form should be completed in ball point pen.
- ✓ Photocopies of completed forms 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 Parent/Guardian Consent Form (NVB3) will be required.

Section 1 – Personal Information (to be completed by Vetting Applicant)

- This Section must be filled out the Vetting Applicant.
- Insert relevant details in each field, allowing one block letter per box and a blank box between words.
- For Date of Birth, allow one digit per box in the format 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.
- For ‘Role you are being vetted for:’ please be specific as the generic term ‘volunteer’ will not suffice. For example: Supervisor of young people, Special Needs Assistant, Priest, Choir Leader, etc.
- Ensure all tick boxes are ticked.
- All applicants will be required to provide documents to validate their identity and proof of address. Please note the list of validation documents on back of Vetting Invitation Form.

Section 2 – Confirmation of Organisation (To be completed by Parish/School)

- This section must only be filled out by the Priest/Principal/Chair of BOM of the School.
- Please check Section 1 details to ensure form is completed correctly before signing same.
- Ensure that Validation of Identity is filled in on the reverse of form and retain all validation documents.
- Please fill in your Email Address. Note that this email will be used to send all Disclosures.
- Return all completed Vetting Invitation Forms to:
Vetting Office
Bishop’s House
PO Box 40
Summerhill
Wexford
Co Wexford
- For any vetting queries please ring Vetting Office on: 053-9174972