AN GARDA SÍOCHÁNA



NATIONAL VETTING BUREAU

Guidelines for completing Vetting Form (NVB 2)

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.

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.

Section 1 Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

For Gender field please tick the appropriate box.

Please provide changes of names, if any, from birth i.e. name change due to marriage, deed poll, adoption.

For Place of Birth, please state County/State of birth as this is a mandatory field.

Please state Country Of Birth as this is a mandatory field.

Please state your Passport Number where applicable.

Please state your Mother's Maiden Name as stated on your birth certificate.

Any fields not applicable to the applicant should be marked "N/A".

Section 2 Addresses

Please enter all your previous addresses in chronological order.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Insure that all years from birth to present are included.

Allow one letter per box and an empty box between words.

For the "Years From" and "Years To", please specify the year only e.g.

It is permitted to have more than one address in any given year.

Section 3 Self Disclosed Criminal Record

Criminal record means a record of the person's convictions whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any prosecutions pending against the person whether within or outside the state for any criminal offences or both.

9 6 3

A person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies.

Section 4 Liaison Person

This section is not to be filled out by the applicant.

Section 5 Declaration of Consent

The applicant must confirm their understanding and acceptance of the statement by ticking the appropriate box where indicated. The date must be the present date of signing.

Section 6 Additional Addresses

See guidelines for Section 2 Addresses.

AN GARDA SÍOCHÁNA



Vetting Form NVB 2

NATIONAL VETTING BUREAU

Organisation Address:	A A A A A A A A A A A A A A A A A A A	Your Ref No:
Diocese of Ferns	-	
Bishop's House		
P.O. Box 40		
Summerhill		NVB Reference No:
Wexford	D I F 0 0 1	-
	Vetting Bureau or to any Garda Station.	rsons) Acts 2012 to 2016, it is an offence to
make a false statement for the purpose		, , ,
Section 1 – Personal Information		(to be completed by Applicant)
Forename(s):		
Middle Name(s):		

Note To Appl

- Return this for ►
- Do not send th ►
- ► Under Sec 26(make a false st

Section 1 – Personal Information (to be completed by Applicant)															t)											
Forename(s):																										
Middle Name(s):																										
Surname:																										
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Middle Name(s):																										
Surname:																										
Date of Birth:	D	D	/	Μ	Μ	/	Y	Y	Y	Y																
Place of Birth:																										
Country Of Birth:																										
Passport No:																										
Mother's Maiden N	lame	:																								
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Line 2:																										
Line 3:																										
Line 4:																										
Line 5:																										
Eircode/Postcode:																										
Also known as:																										
Name/Alias:																										

Section 2 – Addresses

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For additional addresses, refer to Section 6. If used, please tick here

Application valid on the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to

Section 3 – Self Disclosed Criminal Record	sclosed Criminal R	ecord
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Have you a criminal record in Ireland or elsewhere? Yes

Date	Court Name	Offence Summary	Court Outcome / Cases Pending / Appeals

Section 4 – Liaison Person

(to be completed by Liaison Person)

Organisation:	Dioc	ese of	f Ferr	IS																			
Authorised Liais	Authorised Liaison Person Details:																						
Forename:																							
Surname:																							
Liaison Reg No:	:																						
The applicant hat Vetting Bureau																				atic	onal		
Liaison Person Date:																							
Signature														D	D	/	Μ	Μ	/	Y	Y	Y	Y
Role Being Vettee	d For:	Π																					
Is the application	n subm	itted	on be	half	ofa	ın A	ffil	iate	Org	gani	sati	on:			Y	es:		N	lo:				
If Yes, please sta	ate Aff	iliate	Orga	nisat	tion	:																	

Section 5 – Declaration Of Consent

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 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant Signature:

		_								
Date:	D	D	/	Μ	Μ	/	Y	Y	Y	Y

(to be completed by Applicant)

(to be completed by Applicant)

No (If Yes, please provide details)

(to be completed by Applicant)

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