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

Please read the following guidelines before completing this form.

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| **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 are required to provide documents to validate their identity (see Validation of Identity Checklist) |
| If the applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent form is required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent/Guardian, in which case the applicant must provide their Parent/Guardian email address on the NVB 1 form. |
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| **Personal Details** |
| Insert details for each field, allowing one block letter per box. |
| For Date of Birth field, allow one digit per box. |
| 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. |
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| **Role Being Vetted For** |
| The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice. |
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| **Declaration of Application** |
| The applicant must confirm their understanding and acceptance of the two statements by **signing the application form at Section 1 and ticking the box provided**. |