

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 applicants signature must be a wet ink signature.

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.

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.

Role Being Vetted For

The role being applied for must be clearly stated. 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.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.



(Principal/Priest)

Section 1 – Personal Information

Diocese of Ferns

Form NVB 1 for under 18's

RETURN COMPLETED FORM TO:

Parish Vetting or School Vetting Safeguarding Office Bishops House PO Box 40 Summerhill

Wexford

Vetting Invitation

Under Sec 26(b) o	f the	Nati	iona	l Vet	ting	Bure	au (Chilo	lren	and	Vul	nera	able	e Pe	rso	ns)	Act	s 20	12 to	o 20	16,	it is	an (offe	nce	to
make a false state	ement	for	the	purp	ose	of ol	otair	ning	a vet	ting	disc	clos	ure	•												
Forename(s):																										
Middle Name(s):																										
Surname:																										
Date Of Birth:	D	D	/	M	M	/	Υ	Υ	Υ	Υ																
Email Address of Parent/Guardian:																										
		(Aı	n inv	itatio	n to t	the e	-veti	ing v	vebsi	te w	ill be	e ser	nt to	yoı	u us	ing	this	ema	ail ad	dres	ss)			<u> </u>		
Contact Number of Parent/Guardian:	f	\														8										
Role Being Vetted For:																										
Current Address:																										
Line 1:																										
Line 2:																										
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I have provided of disclosure of info Bureau (Childrer Please tick box, t	ormation	on by ulne	y the rable	Nation Pers	onal V ons)	ettin	g Bu 2012	reau to 20	to the																	
Applicant's Signature:													ı	Dat	e:	D	D	/	M	M	/	Υ	Υ	Υ	Υ	
Section 2 – Additi	onal I	nfor	rmat	ion																						
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Address of Schoo	l/ Pari	sh:																								
School/Parish Em Address:	ail				(AII -	, o t t :	74.	galas		:11 1	hos	ant i	to 41	nic c	<u></u>	1 6 4	ldes	aa)								
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TO BE COMPLETED BY THE VALIDATOR & RETURNED WITH THE VETTING FORM & ID DOCUMENTATION

Your Ref:

Identity Docume	ent Validation Form		
Section 1: Photographic ID			
Is the photographic document, being relied upon,	current and not expired?	[] Yes	[] No
Is the photograph on the document a true likeness	for the vetting subject?	[] Yes	[] No
Is the photograph of high quality and clear?		[] Yes	[] No
Is the date of birth on the document matching the	date provided on the NVB1 Form?	[] Yes	[] No
Is the name on the document exactly matching the	e name provided on the NVB1 Form?	[] Yes	[] No
Section 2: Proof of Address			
Is the address document dated within six months	of the consent date?	[] Yes	[] No
Is the address on the proof of address document r Form?	natching the address provided on the NVB	1 [] Yes	[] No
Is the vetting subject's name included on the proo	f of address document?	[] Yes	[] No
Is the document acceptable as proof of address do Schedule?	ocument, as per Identity Document	[] Yes	[] No
Section 3: NVB1 Form			
Is the NVB1 form dated and signed by the vetting	subject?	[] Yes	[] No
Is the role accepted to be relevant work or activity	?	[] Yes	[] No
Is the Consent Box ticked?		[] Yes	[] No
Section 4: Document Confirmation			
I have physically seen and retained/forwarded a co	opy of the following documents: (Please ch	neck all that a	pply)
Completed NVB1 Form (original)		[] Yes	[] No
Photographic ID document type:		[] Yes	[] No
Document Reference No.			
Proof of address document type:		[] Yes	[] No
If you have answered $\underline{\text{No}}$ to any of the above que with the vetting process	stions the vetting subject has not met the	e criteria to co	ontinue
Section 5: Validator Information			
Validator's Name (PRINT NAME):			
Validator's Signature:			
Validator's Role:			
Validator's Contact Number:			
Date of Validation:			