IRISH VETTING SERVICES

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. Ensure Email addresses are Clear, especially when using hyphen (-) and underscore (_) the digit zero and the capital letter O (i.e. 0 & O); and the digit one, the lowercase letter L and the uppercase i (i.e. 1, 1 & I

The Form MUST be completed in ball point pen.

Photocopies or Scanned vetting invitation forms will not be accepted.

All applicants will be required to provide documents to validate their identity and confirm current address

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 and contact no 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.

NOTE: The completed form MUST BE RETURNED to the person / organisation you received it from. <u>It MUST NOT be sent to Irish Vetting Services.</u> The email link sent to applicants via email by the National Vetting Bureau expires <u>after 30 days</u> if not accessed and the process must commence afresh, with additional costs involved.

IRISH VETTING SERVICES

39 Milltown Manor, Monaleen, Limerick

Your Ref:		

Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of	the	Nat	tiona	ı Ve	ttin	g Bı	ırea	u (C	Chile	iren	an	d V	uln	era	ble .	Pers	sons	s) A	cts	201	2 to	20	16,	it is	an
offence to make a f	alse	stat	eme	nt fo	r th	e pu	rpo	se o	f ob	tain	ing	a v	ettii	ng d	iscl	osui	re.								
Forename(s):																									
Middle Name:																									
Surname:																									
Date Of Birth: D	D	/	M	M	/	Y	Y	Y	Y																
Email Address:																									
Contact Number:																									
Role Being Vetted I	For:																								
Current Address:	_																								
Line 1:																									
Line 2:																									
Line 3:																									
Line 4:																									

Section 2 – Additional Information

Line 5:

Eircode/Postcode:

Name of Organisati	ion: Irish Vetting Services on behalf of;	Host Family Dublin Ireland
I consent to the ma	rsuant to Section 13(4)(e) National Vetting Bure	and f information by the National Vetting Bureau to the eau (Children and Vulnerable Persons) Acts 2012 to
Applicant's Signature:		Date: D D / M M / Y Y Y Y

Note: Please return form to the PERSON YOU RECEIVED IT FROM. An invitation to the e-vetting website will then be sent to your Email address.