



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

Please read the following guidelines before completing this form.

- 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 present documents to their WSAC 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.

### **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.
- 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. No abbreviations.
- **Role Being Vetted For:** The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

### **Section 2: 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.

### **Section 3: Verification of Identity**

For completion by WSAC Officer on presentation of identification documents.



Your Ref:

Form NVB 1

## Vetting Invitation

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																															
Middle Name:																															
Surname:																															
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																					
Email Address:																															
Contact Number:																															
Role Being Vetted For:																															
Current Address:																															
Line 1:																															
Line 2:																															
Line 3:																															
Line 4:																															
Line 5:																															
Eircode/Postcode:																															

### Section 2 – Additional Information

Name Of Organisation:

I have provided documentation to validate my identity as required *and*  
 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's  
 Signature:

Date:   /   /

**Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.**

## Section 3 – Verification of Identity (To be completed by the WSAC)

### A. Vetting Identification Documents for Applicants 18 years or older:

eVetting Identification Documents	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
<b>Employment ID</b>		
ID card issued by employer (with name & address)	35	
ID card issued by employer (name only)	25	
Employee ID card with photograph	40	
<b>Correspondence from employer (within last 2 years)</b>		
Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
<b>Other</b>		
Utility bill (must not be less than 6 months old. Printed online bills acceptable. Mobile phone bills are not acceptable)	35	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
<b>Membership card</b>		
Club, union or trade, professional bodies	25	
Education institute	25	
<b>Correspondence</b>		
From an educational institution/SUSI/CAO	20	
From an insurance company regarding an active policy	20	
From a bank/credit union or government body or state agency	20	

### B. Vetting Identification Documents for Applicants under 18 years:

eVetting Identification Documents - under 18 years	Score	Tick
Birth certificate	100	
Passport	100	
Student Photographic Identity Card	100	
Written Statement by Principal confirming attendance at educational institution on letter head of that institution	100	

**\*\*Vetting services are available to any person over 16 yrs of age fulfilling a role of responsibility with children or vulnerable adults. However, all applications for persons between 16 to 18 years of age must be accompanied by (NVB 3) Parent/Guardian consent form.**

### C. Vetting Subject is unable to achieve 100 points:

Affidavit witnessed by a Commissioner for Oaths	100	
---	-----	--



**D. I have checked the identification documents as provided by the applicant (as above). I have informed the applicant that copies of the documents shall be retained and may be referenced until such time as the applicant's vetting process has been completed.**

**Name:**

**WSAC:**

**Role:**

**Signed:**

**Date:**

**Following presentation to and verification by the WSAC, the applicant shall send copies of their identification documents with this eVetting Invitation form to: Alison Elstone, NVB Liaison Person, Irish Water Safety, The Long Walk, Galway. The score value of the identification documents provided must include one copy of photographic evidence and at least one copy of proof of residence. It must reach a minimum of 100 points in accordance with the check list above.**