

Guidelines for completing NVB1 Vetting Invitation Form

*Please read the following guidelines **carefully** before completing this form.*

Miscellaneous

- **Print off** the attached NVB1 form and **fill in page 2 ONLY** with **blue or black pen in BLOCK letters**. The Form must be completed in full 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 **original documents** to validate their identity (no soft-copies can be accepted).
- **DO NOT** complete the box in the upper right-hand corner as this is for office use only.

Personal Details

- Insert details for each field, allowing **one block letter per box**.
- Please fill in your Email Address; **this is required as the invitation to the e-vetting website will be sent to this address**.
- Please fill in your Current Address (i.e. the address you are currently living at), with no abbreviations, including the Eircode/Postcode.

Supporting Documents

- Please source the additional, **hard-copy documents** below and bring them with you to your vetting appointment (**no soft-copies can be accepted**)

Documents Required	Examples of accepted documents
Valid and in-date Photographic ID, including name and date of birth	• Passport • Driving License • Irish Certificate of Naturalisation • National Identify Card
Proof of address which clearly links the individual to the stated address and matches the address given on the NVB1 Form . Documents must be dated within the last six months (<u>August 2025 - January 2026</u>).	• Utility bill (e.g. gas, television, electricity, broadband – mobile phone bills not accepted) • Bank Statement from a recognised bank (private money lenders and Revolut not accepted) • Building Society Statement • Credit Union Statement/Passbook • Government Correspondence Letter (e.g. Department of Social Protection, Revenue, SUSI) • Letter from Local Council confirming Residency

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 with a full signature (first and last name) and ticking the box provided.

e-Vetting Process

- An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie.
- You will have 30 days to complete the online portion of the vetting process; if you do not complete this step within the required timeframe your vetting application will expire and you will need to begin the process from the beginning.

FOR OFFICE USE ONLY – Not to be completed by applicant

Identity Document Validation Form

Your Ref:

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 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 matching the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ 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 copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No. _____
- Proof of address document type: _____ ☐ Yes ☐ No

Section 5: Validator Information

- Validator's Name (PRINT NAME): _____
- Validator's Signature: _____
- Validator's Role: _____
Executive Assistant to the Registrar and Student Registry
- Validator's Contact Number: _____
- Date of Validation: _____