



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 Form should be completed in ball point pen.
- 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

This section has already been completed for applicants.

Section 2 - Declaration of Application

Read the declaration and confirm your understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Once you have completed the form, you must post it, together with copies of two forms of identification which validate your identity, **one photographic ID and one which states proof of address** to Stephanie Roe, National College of Ireland, Mayor Street, IFSC, Dublin 1. In addition, as we may be offsite due to Covid 19, the same must be scanned and emailed to stephanie.roe@ncirl.ie.

All applicants are entitled to a copy of their disclosure notice, please contact HR once the process has been completed if you wish to receive a copy.

