

Church of Ireland House
 Church Avenue
 Rathmines
 Dublin 6
 D06 CF67



CHURCH OF IRELAND
 SAFEGUARDING BOARD

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(s):																														
Surname:																														
Date Of Birth:		/		/																										
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, to confirm I have read above declaration.

Applicant's
 Signature:

Date: / /



VETTING PROCESS

STEP 1

The vetting applicant receives a Vetting Invitation Form (NVB1) from the school. Once they have completed the form, they return it **to the school**, together with the necessary identification documents for verification - see below.

The school checks the NVB1 form, ensure that all fields are completed and are clear, the consent box is ticked, the form has been signed and dated, and the name of the school has been completed. This **must** be the name of your school. If it is a frequently used school name, please also add the first line of the school address.

The school verifies the ID and completes the Identity Document Validation Form. The verified copy of the ID documents must be kept on file with the original signed NVB1 form for the lifetime of the vetting.

Two different forms of ID must now be provided, one for each section, as indicated below.

Category	Document Type
Photo Identification	Passport from country of citizenship
	Irish Driver's License or Learner Permit (new credit card format only)
	Irish Certificate of Naturalisation
	National Identity Card
Category	Document Type
Proof of Address	Credit Institutions – Bank Statement from a recognised bank (not private money lenders of Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Passbook
	Utility Provider Bill – such as gas, electricity, television, broadband, waste, TV licence – issued within the past 6 months Mobile phone provider bills are not acceptable
	Correspondence from government departments
	Letter from Local Council confirming residency

These are the only documents that can be accepted, and original documents **must** be presented **in person** to the affiliate, where a copy is then taken by the affiliate. Photocopies presented to the affiliate cannot be accepted unless the original is also provided for verification purposes.

Organisations found to be breaching this may be removed from the Garda vetting system

If you are unsure if an identity document is acceptable, please check with the Vetting Admin Team.