

# 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, l & 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. It MUST NOT be sent to Irish Vetting Services. The email link sent to applicants via email by the National Vetting Bureau expires **after 30 days** if not accessed and the process must commence afresh, with additional costs involved.**

