

## **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 or guardian. This being the case, the applicant must provide their parent or guardian's 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 or 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.
- 'Current address' means the address you are now living at.
- The address fields should be completed in full, including an Eircode or Postcode. Please do not use abbreviations when writing your address.

### **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.

## Vetting Invitation

## Section 1 – Personal information

[illegible][illegible][illegible]

D	D	/	M	M	/	Y	Y	Y	Y	
---	---	---	---	---	---	---	---	---	---	--

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

## Section 2 – Additional Information

--

--

**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.**