



Guidelines for Completing Vetting Invitation Form **(NVB 1)**

Please Read The Following Guidelines Before Completing This Form

This form should be downloaded and completed (in Block Capitals, using a ball point pen).

Photocopies cannot be accepted

All applicants will be required to provide documents to validate their identity and proof of address. **See guidelines attached**

Once this form has been processed, an E-Vetting Form will be sent to your email address. This will need to be completed online within 30 days.

If the applicant is **under 18 years** of age, an **NVB 3 - Parent\Guardian Vetting Consent Form** must also be downloaded from the Scripture Union website and completed. **www.scriptureunion.ie**

Please note that where the applicant is **under 18** the electronic correspondence will issue to the Parent\Guardian. The applicant must provide their Parent or Guardian's Email address on their form.

Section 1 - Personal Information

Insert details for each field, allowing one block letter per box.

For Date of Birth, 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.

Please include Eircode / Postcode in your address. No abbreviations

The role being applied for must be clearly stated, for example, Camp Volunteer, Camp Leader, Camp Cook. Generic terms such as "Volunteer" cannot be accepted.

Section 2- Additional Information

The applicant must confirm their understanding and acceptance of the two statements by ticking the red box **and** signing the application form.

Completed application forms should be returned to: Liana Forsyth, Unit 4, Idea House, Killarney Road Business Park, Killarney Road, Bray, Co. Wicklow



GUIDELINES

Applicants OVER 18: Proof of Identity and Current Address

Applicants who are over 18, must verify their **identity** and **current address** by providing **photocopies** of some of the documents listed below.

Each document has a different score rating (see below).

Applicants must send documents which collectively total **100 points** for their identification to be successfully verified.

Please do not send originals. Photocopies only.

DOCUMENT SCORE RATING FOR APPLICANTS OVER 18:

BIRTH CERTIFICATE (50 points)

PASSPORT (70 points)

IRISH DRIVING LICENCE OR LEARNER PERMIT-CREDIT CARD FORMAT (80 points)

DRIVING LICENCE-OLD PAPER FORMAT-(40 points)

UTILITY BILL (35 points) (mobile phone bills cannot be accepted)

P45 or P60 OR PAYSLIP (with home address) (35PTS)

AFFIDAVIT WITNESSED BY A COMMISSIONER FOR OATHS (100 points).

IRISH PUBLIC SERVICE CARD (80 points)

LETTER FROM EMPLOYER (within last two years) CONFIRMING NAME AND ADDRESS (35 points)

CORRESPONDANCE FROM AN EDUCATIONAL INSTITUTION/ CAO/ SUSI / UCAS (20 points)

CORRESPONDANCE FROM A BANK/ CREDIT UNION/ GOVERNMENT BODY OR STATE AGENCY (20 points)

Please ensure the photocopies provided give proof of identity and proof of current address and total 100 points collectively.



GUIDELINES

Applicants UNDER 18

Applicants who are **Under 18** must provide a photocopy of one of the following documents with their application form.

Please do not send originals. Photocopies only

DOCUMENT SCORE RATING FOR APPLICANTS UNDER 18:

BIRTH CERTIFICATE (100 Points)

PASSPORT (100 Points)

WRITTEN STATEMENT BY THE PRINCIPAL AT SCHOOL OR EDUCATIONAL INSTITUTION CONFIRMING ATTENDANCE. (100 Points)

Please ensure the NVB-3 Parent or Guardian Consent Form has been completed and included with your Garda Vetting Application if you are under18.

The NVB-3 Parent or Guradian Vetting Consent Form can be downloaded from the Scripture Union Website.

www.scriptureunion.ie



NYCI Youth Work
Garda Vetting
Consortium



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:																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		
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: SCRIPTURE UNION

I have provided documentation to validate my identity and proof of address 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 here**

Signature:

Date: DD / MM / YYYY

Note: Please return this form to: Liana Forsyth, Unit 4, Idea House, Killarney Road Business Park, Killarney Road, Bray, Co. Wicklow

An invitation to the e-vetting website will be sent to your Email address to be completed.