



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 **certified photocopies** of some of the documents listed below.

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

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

Please do not send originals. Certified photocopies only.

Certification of Photocopies

Photocopies of documents to verify identity and proof of current address need to be certified before they are sent to Scripture Union. An authorised person from the list below needs to view the original documents and the photocopies and then sign and date the photocopies if they believe them to be true copies of the originals.

The following people can certify photocopied documents:

- Any Scripture Union Ireland staff member (signature and date)
- Any Scripture Union Ireland Council member (signature and date)
- A member of An Garda Síochána (signature, date and number)
- The school attended by the applicant (signature, date, school stamp)

Scripture Union Ireland reserves the right to request original documents if not satisfied with the certified copies submitted.

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) (Under 6 months old) (mobile phone bills cannot be accepted)

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

BANK/BUILDING SOCIETY/CREDIT UNION STATEMENT (35 points)

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

IRISH PUBLIC SERVICES CARD (80 points)

IRISH CERTIFICATE OF NATURALISATION (50 points)

GARDA NATIONAL IMMIGRATION (GNIB) CARD (50 points)

NATIONAL IDENTITY CARD FOR EU/EEA/SWISS CITIZENS (50 points)

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

MEMBERSHIP CARD FROM AN EDUCATIONAL INSTITUTION (25 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 have been certified and give proof of identity and proof of current address and total at least 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. Certified photocopies only

Certification of Photocopies

Photocopies of documents need to be certified before they are sent to Scripture Union. An authorised person from the list below needs to view the original documents and the photocopies and then sign and date the photocopies if they believe them to be true copies of the originals.

The following people can certify photocopied documents:

- Any Scripture Union Ireland staff member (signature and date)
- Any Scripture Union Ireland Council member (signature and date)
- A member of An Garda Síochána (signature, date and number)
- The school attended by the applicant (signature, date, school stamp)

Scripture Union Ireland reserves the right to request original documents if not satisfied with the certified copies submitted.

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)

Checklist

1. Have you completed the NVB 1 – Garda Vetting Invitation Form
(see below or can be downloaded from www.scriptureunion.ie)
2. Have you completed the NVB 3 – Parent Guardian Consent Form if Under 18
(see below or can be downloaded from www.scriptureunion.ie)
3. Do your photocopied documents verify your identity and give proof of your current address?
4. Do your photocopied documents total at least 100 points collectively?
5. Have your photocopied documents been certified?

Please post to: Liana Forsyth, Scripture Union, Unit 4,
Idea House, Killarney Road Business Park, Killarney
Road, Bray, Co. Wicklow, Ireland

Please check your email in a few days time for the
online form the Garda Vetting Bureau will send you.
The online form needs to be completed within 30
days of receipt.
