

# Loreto Sisters Garda Vetting

## 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\Guardian. This being the case, the applicant must provide their Parent\Guardian 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/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.

### **Proof of Identification:**

**The applicant must provide a COPY of two original IDs. One is to be a COPY of an original photo ID i.e. passport or driving licence. The other is a COPY of an original ID to verify your current address i.e. recent utility bill or bank statement (within the last 6 months). See list of suitable original IDs. The Vetting Bureau do not accept a Public Services Card as a form of ID. A COPY of the two original IDs are sent along with this Garda vetting invitation form to Caroline Daly (see address below).**

## Loreto Sisters Vetting Invitation

Please complete using **BLOCK CAPITALS** and return the form to the following address:  
**Caroline Daly, Loreto House, Beaufort, Rathfarnham, Dublin 14. D14 H3V2.**  
**DO NOT** send this form directly to the National Vetting Bureau or any Garda Station.

**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:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
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:	

**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**

**Applicant's Signature:**  **Date:**

D	D
---	---

 / 

M	M
---	---

 / 

Y	Y	Y	Y
---	---	---	---

**Note: Please return this form to the above named organisation, along with a copy of two original IDs. An invitation to the e-vetting website will then be sent to your Email address.**

This form will be held in accordance with data regulations. The data will be used only for the purpose indicated on the form. It will be accessed only by those authorised to do so.