



## **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. This includes both a photographic ID (e.g. passport, driving licence) and proof of address dated within the last 6 months (e.g. utility bill, phone bill, bank statement).

### **Applicants Under 18**

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 phone number on the NVB 1 form.****

### **Personal Details**

- 1) Insert details for each field, allowing one block letter per box.
- 2) For Date of Birth field, allow one digit per box.
- 3) 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.
- 4) Please allow one digit per box for your contact number.
- 5) The Current Address means the address you are now living at.
- 6) 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 e.g. *Children and Youth Worker*. 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.

### **Processing of Your Data**

All vetting is conducted by the Garda National Vetting Bureau. Liaison Officers, appointed by the Vetting Bureau, channel the thousands of vetting requests. Please be advised your details will be processed through the Liaison Person for the Youth Work Garda Vetting Consortium in the National Youth Council of Ireland. **Assemblies of God Ireland (CCI)** is a member of this Vetting Consortium. For this reason, you will see **The National Youth Council of Ireland** referenced in you e-vetting invitation email.

### **Payment for your Garda Vetting**

A €10 fee is charged by the Garda Vetting Bureau for each application. Please pay via the “Give” button on [ccireland.ie](http://ccireland.ie) clearly stating your name & Garda Vetting.

