



## Guidelines for completing Vetting Invitation Form (NVB 1)

The NVB 1 form can be typed, printed and signed. If hand-written, it should be completed in ball point pen, using block capitals. It needs to be clear and legible.

### Key points:

- email address must be provided
- current address is the address where you reside now, please provide your full address including eircode
- Northern Ireland addresses must include a postcode
- If you are under 18, please complete the Under18 Vetting Invitation form and your parent/ guardian must complete the parent/ guardian consent form
- Role Being Vetted for must be a Relevant Work Activity that involves having regular contact with children or vulnerable adults under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016
- Declaration of Application Section 2 must be completed in full. Please read the statement in full, then tick the box, sign and date the form to give your consent to be vetted.

All applicants will have to provide documents to their employer to prove their identity, both photo identification and proof of address. If you are the registered provider/ owner please have another senior member of staff verify your identification documents.

<b>Documents that can be used for Photo Identification:</b>	<b>Documents that can be used to verify address:</b>
<ul style="list-style-type: none"> <li>• Irish Driving Licence or learner permit (new credit card format with photo)</li> <li>• Irish Medical Card (with photograph)</li> <li>• Passport</li> <li>• Irish certificate of naturalisation</li> <li>• Garda National Immigration Bureau (GNIB) card</li> <li>• National Identity Card for EU/ EEA/ Swiss citizens</li> <li>• National age card issued by An Garda Siochana</li> <li>• Employment ID card issued by employer (name and photograph)</li> <li>• Membership card from a Union or Trade, Professional body or Educational Institution (with photo)</li> </ul>	<ul style="list-style-type: none"> <li>• Driving Licence</li> <li>• P60, P45 or Payslip (with home address)</li> <li>• Bank/Building Society/Credit Union statement</li> <li>• Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Mobile phone bills are not acceptable).</li> <li>• Bank /Building Society/ Credit Card statement</li> <li>• Letter from employer (within last two years) confirming name and address</li> <li>• Correspondence from any of the following:               <ul style="list-style-type: none"> <li>- an educational institution</li> <li>- an insurance company regarding an active policy</li> <li>- a bank/credit union or government body or state agency</li> </ul> </li> </ul>

<b>Types of documents that can be used to verify both photo id and address:</b>
<ul style="list-style-type: none"> <li>• Irish Driving Licence (new credit card format)</li> <li>• Employment ID card issued by employer (name, address and photo)</li> </ul>

Early Childhood Ireland,  
 Hainault House,  
 Belgard Square South,  
 Tallaght,  
 D24 RFV0



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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:		/		/																									Please enter this date in dd/mm/yyyy format
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 being vetted for:		ECI Membership Number:
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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

Signature:

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Date: 

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M	M
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Y	Y	Y	Y
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Note: Please return this form to the owner / manager of the above named organisation. They will then input your details into the Early Childhood Ireland online vetting portal. An invitation to the e-vetting website will then be sent to your Email address.