



Guidelines for completing Under 18 Vetting Invitation Form (NVB 1)

Please note that the Parent Guardian Consent Form (NVB3) will also need to be completed with this NVB1 Form, and along with the copy of photo identification and proof of address.

As the applicant is under 18 years of age the electronic correspondence will issue to the Parent / Guardian, which is why their details are asked for on the NVB1 Form overleaf.

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

- Parent/guardian 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
- 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.

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

Types of documents that can be used to verify both photo id and address:

- Irish Driving Licence (new credit card format)
- Employment ID card issued by employer (name, address and photo)

