

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 Documents that can be used to verify address: Photo Identification: Irish Driving Licence or learner permit (new Driving Licence credit card format with photo) P60, P45 or Payslip (with home address) Irish Medical Card (with photograph) Bank/Building Society/Credit Union or credit **Passport** card statement Irish certificate of naturalisation Utility bill e.g. gas, electricity, television, Garda National Immigration Bureau (GNIB) broadband (must not be more than 6 months old. Mobile phone bills are not acceptable). National Identity Card for EU/ EEA/ Swiss Letter from employer (within last two years) confirming name and address citizens National age card issued by An Garda Correspondence from any of the following: an educational institution (ie school) Siochana Employment ID card issued by employer an insurance company regarding an active (name and photograph) Membership card from a Union or Trade, a bank/credit union/government body/ Professional body or Educational Institution state agency (with photo)

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)

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



Our Ref:		

Under 18 Vetting Invitation (NVB1)

Section 1 Personal Information

Under Sec 26(b) is an offence to r						_			•										•			2 to	2 0)16,	it
Forename(s):																									
Middle Name:																									
Surname:																									
Date Of Birth:		/	/ Please enter this date in dd/mm/yyyy format																						
Parent/Guardian Email Address:																									
Parent /Guardian Contact Number:																								<u> </u>	
Role Being Vetted	For:																								
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Section 2 Additional Ir																									
Name Of Organisation:					Membership Number:																				
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Signature:														Dat	e:	D	D	١,	M	М	l ,	Υ	Υ	Υ	Υ

Note: Please return this form to the registered provider/manager of the setting along with the Parent/Guardian consent form and copy of photo identification and proof of address. An invitation to the e-vetting website will then be sent to your parent/guardian email address.