



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)

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) 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																								
Parent/Guardian Email Address:																														
Parent /Guardian Contact Number:																														
Role Being Vetted For:																														
Current Address Line 1:																														
Current Address Line 2:																														
Current Address Line 3:																														
Current Address Line 4:																														
Current Address Line 5:																														
Eircode/Postcode:																														

Section 2 Additional Information

Name Of Organisation:	<input style="width: 95%; height: 20px;" type="text"/>	Membership Number:	<input style="width: 95%; height: 20px;" type="text"/>
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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

Signature:

Date: / /

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.

Early Childhood Ireland

Identification Verification Form

The **Registered Provider/Manager/Authorised Person for Garda Vetting** must complete this form after verifying the applicant's photo identification and proof of current address.

Early Childhood Ireland Membership Number: _____

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016

Name of applicant: _____

Please state the type of documentation verified:

Proof of address: _____

Photo ID: _____

Registered Provider/Manager/Authorised Person for Garda Vetting within your setting/
organisation responsible for the collection and verification of ID documents:

Name of the authorised person: _____

Role of the authorised person: _____

Date documentation verified: _____

Signature [handwritten]: _____

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

All documents must be stored securely in line with data protection.