



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 and the original signed form sent to MHI.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity (see Section 2 below).

Applicants – under 18 years

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 on the NVB 1 form.

SECTION 1 – PERSONAL INFORMATION Personal

Details

Insert details for each field, allowing one block letter per box. For

Date of Birth field, allow one digit per box.

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.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

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. Generic terms such as “Volunteer” will not suffice.

SECTION 2 – ADDITIONAL INFORMATION Declaration

of Application

The applicant must confirm their understanding and acceptance of the two statements –‘I have provided documentation to validate my identity as required’ and ‘I consent to the making of this application’ (see Form NVB 1) by signing the application form at Section 2 and ticking the box provided.

Proof of Identity

Proof of identity must be returned with your application – see attached ‘E-VETTING – VERIFY IDENTITY (100 Point Check)’. Preferred ‘proof’ will include photo identity, either Irish Driving Licence 80 pts/Passport 70 pts and a utility bill in the applicant’s name. Photocopies will suffice. Your nominated vetting co-ordinator should sign the photo proof of identity.

Should you have any queries in relation to the Vetting Invitation, please contact Lisa Manley at 01-2841166.