**Form NVB 1 Vetting Invitation**

**Your Ref**

**Section 1 Personal Details**

**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

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Email Address Contact No

Role being vetted for

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Current Address Line 1

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Line 2 Line3 Line 4

Line 5 Eircode/Postcode

#  Section 2 Declaration of Applicant

 Name of Organisation

Diocese of Cloyne

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**

I hereby give permission to the Diocesan Vetting Co-ordinator(s) to keep the Garda Disclosure Form and the documentation supplied by me to validate my identity, to enable the Vetting Co-ordinator(s), if requested by me, to share my Garda Vetting information within the Cloyne Diocesan Organisation for the purpose of obtaining a similar role. **Please tick box**

I understand that this Vetting form, the vetting disclosure and the documentation supplied by me to validate my identity, will be held by the Cloyne Diocesan Vetting Office. **Please tick box**

I understand that this Vetting can be used for any other role I commit to within the organisation that requires vetting.  **Please tick box**

**Applicants Signature** DATE

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**Note:** Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address

#  Section 3 Diocesan /Parish Information

|  |  |
| --- | --- |
| Parish requesting vetting |  |
| Or Diocesan Role |
| Authorised person / Bishop |  |
| Parish Priest/Administrator/Curate/ Parish Safeguarding Representative |
| Address |  |
| Eircode |  |
| Contact No. |  |
| Dedicated Email address |  |
| What identification documentation was provided |  |
| As proof of identity |

***By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and enclose a copy of them. I have validated the identity of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.***

***I have explained to the Applicant that the Vetting form and vetting disclosure will be held by the Diocesan Vetting Coordinator and a copy will be returned to me.***

**Authorised Person**

**Signature:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Y** | **Y** | **Y** | **Y** |

**M**

**M**

**D**

**D**

**Date:**

**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 using blue or black ink.
* All applicants will be required to provide original documents to validate their identity to the Authorised Person. Copies of these documents must be attached to the NBV1 form.
* If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. This is available from Diocesan Safeguarding Children Office. 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.

Please return all forms to the following address:

* Diocese of Cloyne, and mark for the attention of Diocesan Vetting Coordinator, Safeguarding Children Office, Mallow Community Youth Centre, New Road, Mallow, Co. Cork. Eircode P51 XEX9
* Email: diocesanvet@cloynediocese.ie
* Website: www.safeguardingchildrencloyne.ie
* Tel: 022 - 21009

DO NOT send this form directly to the National Vetting Bureau or to any Garda Station.

*Section 1: Personal Details*

* Insert details for each field, allowing one block letter per box and a blank box between words.
* For Date of Birth field, allow one digit per box in the format of DDMMYYYY.
* 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.
* All applicants will be required to provide documents to validate their identity and proof of address. Where available, applicants should provide their passport and a new format drivers’ licence. If these are not available other forms of identification/proof of address may be used. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 – see Verification of Identity for further details.

*Role Being Vetted For*

* The role being applied for must be clearly stated. Please be specific e.g. Supervisor of Young People, Special Needs Assistant, Priest, Choir Leader, etc. Generic terms such as “Volunteer” will not suffice.

*Section 2: Declaration of Applicant*

* The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

*Section 3: Parish / Diocesan Information*

* This part of the form should only be completed by the authorised person, (Bishop/Parish Priest/Administrator/Curate/Parish Safeguarding Representative) and not by the Applicant. Please indicate in the field provided what documents were provided to validate the Applicant’s identity, a total identification score of 100 must be obtained. **A copy of documents must be sent with NBV 1 form.**

**Verification of Identity**

The 100 point check is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totaling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

|  |  |  |
| --- | --- | --- |
| **Identification** | **Score** | **Tick** |
| Irish driving licence or learner permit (new credit card format) | **80** |   |
| Irish Public Services Card | **80** |   |
| Passport  (from country of citizenship) | **70** |   |
| Irish certificate of naturalisation | **50** |   |
| Birth certificate | **50** |   |
| Garda National Immigration Bureau (GNIB) card | **50** |   |
| National Identity Card for EU/EEA/Swiss citizens | **50** |   |
| Irish driving licence or learner permit (old paper format) | **40** |   |
| Employment ID |  |   |
| * ID card issued by employer (with name and address)
 | **35** |   |
| * ID card issued by employer (name only)
 | **25** |   |
| Letter from employer (within last two years) |  |   |
| * Confirming name and address
 | **35** |   |
| P60, P45 or Payslip (with home address) | **35** |   |
| Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable) | **35** |   |
| Public services card/social services card/medical card | **25** |   |
| * With photograph
 | **40** |   |
| Bank/Building Society/Credit Union statement | **35** |   |
| Credit/debit cards/passbooks (only one per institution) | **25** |   |
| National age card (issued by An Garda Siochana) | **25** |   |
| Membership card |  |   |
| * Club, union or trade, professional bodies
 | **25** |   |
| * Educational institution
 | **25** |   |
| Correspondence |  |   |
| * From an educational institution/SUSI/CAO
 | **20** |   |
| * From an insurance company regarding an active policy
 | **20** |   |
| * From a bank/credit union or government body or state agency
 | **20** |   |
| Children under 16 years (any one of the following) |  |   |
| * Birth certificate
 | **100** |   |
| * Passport
 | **100** |   |
| * Written statement by a principal confirming attendance at educational institution on a letter head of that institution
 | **100** |   |
| Recent arrival in Ireland (less than 6 weeks) |  |   |
| * Passport
 | **100** |   |
| Vetting Subject is unable to achieve 100 points\*\* |  |   |
| * Affidavit witnessed by a Commissioner for Oaths
 | **100** |   |
| TOTAL |  |  |