



## **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.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

### **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.

### **Declaration of Application**

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.



Your Ref:

Form NVB 1

## Vetting Invitation

### 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:	D	D	/	M	M	/	Y	Y	Y	Y																					
Email Address:																															
Contact Number:																															
Role Being Vetted For:																															
Current Address:																															
Line 1:																															
Line 2:																															
Line 3:																															
Line 4:																															
Line 5:																															
Eircode/Postcode:																															

### Section 2 – Additional Information

Name Of Organisation:

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

Applicant's  
Signature:

Date:   /   /

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.

# ID VERIFICATION FORM



**This form must be completed by the Scouter approving the Scouting Ireland Adult Membership Application (Group Leader, County Commissioner, Provincial Commissioner, National Team Leader)**

Applicants for Vetting by the National Vetting Bureau must have their identity verified by the person approving their membership application. This is done by examining documents from the list overleaf. Each document carries a score and enough documentation must be produced to achieve a total score of 100.

Only the signed ID Verification Form needs to be returned to National Office. **Copies of the ID DO NOT need to be returned to National Office.**

At least one of these documents should be photographic identification.

## Example

Application shows the following ID:

Type of ID	Score
Passport	80
College ID	25
Total Score	105



### Example A

This is correct as the ID items total value exceeds 100 score

Type of ID	Score
ID card issued by employer (with name and address)	35
College ID	25
Total Score	60



### Example B

This fails as the ID items total value is only 60 and does not exceed the required 100 score

**Applicant details as they appear on the ID documentation provided:**

Name \_\_\_\_\_

Date of Birth   /   /

Eircode

**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

Date of ID Check   /   /

Signed \_\_\_\_\_

Name (Capitals) \_\_\_\_\_

Identification	Score	Tick
Irish driving license 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 license or learner permit (old paper format)	40	
<b>Employment ID</b>		
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	
<b>Letter from employer (within last two years)</b>		
<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	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	
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	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		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
<b>Correspondence</b>		
<ul style="list-style-type: none"> <li>From an educational institution/SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
<ul style="list-style-type: none"> <li>Passport</li> </ul>	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
<ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>	100	
<b>TOTAL</b>		

