



## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

1. The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
2. The Form must be completed in ball point pen or can be typed (except for signature).
3. **Photocopies** of the completed **NVB 1** form will not be accepted.
4. All applicants are required to provide a copy of their Passport, Public Services Card or Drivers Licence to validate their identity to (a) Parish Priest/Parish Rep or (b) School Chairperson/School Principal.
5. If you are 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 the e-mail correspondence will be issued to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

### **Personal Details**

1. Insert details for each field, allowing one block letter per box.
2. For Date of Birth field, allow one digit per box.
3. Online invitation will be sent to vetting applicants email address. Email address must be printed accurately. Applicant must complete **NVB 2** Form **online** within 30 days.
4. Please allow one digit per box for your contact number.
5. The Current Address means the address where you are now living
6. The address fields should be completed in full, including Eircode/Postcode. If applicant has a current or previous address in Northern Ireland, Postcodes must be provided.

### **Role Being Vetted For**

The role being applied for must be clearly stated.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by

- a) **signing** the Online Vetting Invitation form
- b) **ticking the box** provided.

Thank you for your continued co-operation and support.

Signed: *Geraldine McKenna*

Authorised Signatory for the Diocese of Clogher

**Return completed form to:**  
**Diocese of Clogher**  
**Safeguarding Vetting Office**  
**St. Macartan's College**  
**Monaghan**  
**Co. Monaghan**  
**H18 X704**



**Form NVB 1**

## Online Vetting Invitation

### Section 1 – Personal Information (to be completed by Vetting Applicant)

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:																															
Eircode/Postcode:																															

I understand that in making this application, my information will be disclosed to the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and that the Authorised Signatory will inform the appropriate authority of this disclosure. **Please tick box**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 2 – Must be completed by (a) Parish Priest/Parish Representative (b) School Chairperson /Principal

Name of Parish/School: \_\_\_\_\_  
(Must be completed by Parish Priest/ Parish Representative or School Chairperson/ Principal)

Address of Parish/School: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Parish/School: \_\_\_\_\_  
(All Vetting disclosures will be emailed to this address)

The Applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. I have retained a copy of identity and this form in Parish/School files: **Please tick box**

Please state documentation provided: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Validation of Identity (e.g. Passport, new card type driving licence, Irish Public card, National Identity Card, Garda National Immigration Bureau Card or birth Certificate etc) together with proof of present address (utility bill/bank statement).