

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. Please make sure email address is 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 – copy of Passport or Driving Licence or other.
- **If the applicant is between 16 and 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required as well as NVB Form 1. Please note that where the applicant is between 16 and 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 and Parent/Guardian phone contact on the NVB 1 Form 1.**

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 Vetting Applicant must also provide a copy of a **PHOTO ID** – driving licence or passport or other. **PLEASE NOTE THAT USE OF PUBLIC SERVICES CARD IS NOT ACCEPTABLE AS A MEANS OF IDENTIFICATION.**

COMPLETION OF Vetting Invitation ONLINE

- The Current Address means the address you are now living at.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations.
- **POSTCODES are required for all addresses in Northern Ireland**

Role Being Vetted For

The role being applied for (**Music/Dance/Singing Teacher of children and vulnerable adults; Administrator of events for children and vulnerable adults; or Supervisor of children and vulnerable adults**) must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

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

Please send the VETTING INVITATION (Form NVB1) below and copy of PHOTO ID by post to: Tomás Ó Maoldomhnaigh, CCÉ, Cullina, An Cheapach Mhór, Co. Luimnigh

