



## **Guidelines for Completing Vetting Invitation Form (NVB1)**

**Please read these guidelines before completing the Garda Vetting Invitation Form(s).**

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If the applicant is aged between 16 years and 18 years of age,  
a Parent / Guardian Consent Form (**NVB3**) will be required to be completed.

Form must be completed in full using **BLOCK CAPITALS** writing must be clear & legible.  
Form should be completed in ball point pen. Photocopies will not be accepted.

### **Section 1 – Personal Information**

- Insert details for each field.
- Please ensure to supply an email address in the specified fields.  
This is required as the invitation to e-vetting website will be sent to this email address.
- The Current Address means the address you are now living at.
- The Address fields should be completed in full (no abbreviations), including Eircode.

### **Section 1 – Role Being Vetted 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 by signing the ‘Applicant Information’ Section 2 on the form and ticking the box provided.

### **Supporting Documentation**

If the applicant is Under 18 years of age they are required to provide documentation from list below to support their Application in order to validate their identity  
(1 will suffice - to reach the **minimum 100 points** requirement) –

Birth Certificate	100	
Passport (from country of citizenship)	100	
Written Statement by a Principal confirming attendance at Educational Institution on Letterhead of that Institution (statement must contain Name / Address / Date of Birth of the Applicant / Student)	100	
		<b>Total Score</b>



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### Supporting Documentation

Applicants over the age of 18 years of age are required to provide documentation from list below to support their Application (reaching the **minimum 100 point** requirement 'with documentation from both 'A' and 'B') -

<b>A) Identification (to Validate Identity)</b>	<b>Score</b>	<b>Tick</b>
Irish Driving Licence (New Credit Card Format)	80	
Irish Driving Licence (Old Pink Paper Format)	40	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Public Services Card / Social Services Card / Medical Card (Without Photo)	25	
(With Photo)	40	
National Age Card (issued by An Garda Siochana)	25	
Recent Arrival in Ireland (<6 months) Passport	100	
<b>B) Identification (to Validate Current Address)</b>	<b>Score</b>	<b>Tick</b>
P60, P45 or Payslip (with Home Address dated within last 3 months)	35	
Utility Bill e.g. gas, landline telephone, electricity, television, broadband (with Home Address dated within the last 3 months). <i>Mobile Phone Bills are not acceptable.</i>	35	
Bank / Building Society / Credit Union Statement (dated within last 3 months)	35	
Correspondence from –		
• Educational Institute (SUSI / CAO) Active Course	20	
• Insurance Company (Active Policy)	20	
Bank / Building Society / Credit Union Statement (dated within last 3 months)	35	
If Applicant is unable to achieve 100 points – Affidavit witnessed by a Commissioner of Oaths	100	
<b>Total Score</b>		

***Vetting Invitation Form(s) must be completed and returned to the  
Authorised Liaison Person 'Sinead Gaffey'  
with all relevant Supporting Documentation to validate your identity before  
St. Hilda's Services will be in a position to invite you to complete an  
E-Vetting Application.***