

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

Please read the following guidelines before completing this form.

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| **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 (new form of driving licence (credit card style), Passport and a utility bill). |
| If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. |
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| **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. |
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| **Role Being Vetted For** |
| The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice. |
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| **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. |

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 totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

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| **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 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 18 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** |  |  |

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| .**NYCI Youth Work Garda Vetting Consortium** | D:\Documents and Settings\caroline\Local Settings\Temporary Internet Files\Content.Outlook\TY4YQK70\Race Academy  Centre of Education Master Logo.jpg | **Your Ref:** |
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|  |
|  |  | **Form NVB 1** |
| **Section 1 – Personal Information**  | **Vetting Invitation** |  |

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| **Forename(s):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date Of Birth:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
| **Email Address:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact Number:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Role Being Vetted For:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Current Address:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 1:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 2:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 3:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 4:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 5:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Eircode/Postcode:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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.**

**Section 2 – Additional Information**

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| --- | --- |
| **Name Of Organisation:** | RACE, Racing Academy and Centre of Education |
|  |
| **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 ** |
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| **Applicant’s** |   |  |  |  |  |  |  |  |  |  |  |  |
| **Signature:** |  **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
|  |
| **Note: Please return this form to** **An invitation to the e-vetting website will then be sent to your Email address.** |