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

*Please read the following guidelines before completing this form.*

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

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

### **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, including Eircode / Postcode.  
No abbreviations.

### **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**

- All applicants will be required to provide the following documents –
- To validate their identity –
  - Passport
  - Driving Licence
  - National Identity Card (*optional*)
- For the purpose of verification of current address –
  - Utility Bill i.e. gas, telephone, electricity (*dated within 6 months of application date*)
  - Bank / Credit Union Statement (*dated within 6 months of application date*)

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***The Vetting Invitation Form (NVB1) attached must be completed and returned to the Liaison Person along 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.***

**Sinead Gaffey  
Authorised Liaison Person**