



### **Guidelines for Completing & Submitting Your 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.
- 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 as follows:

<b>Under 18's</b>	Any <b><u>ONE</u></b> of the following; <ul style="list-style-type: none"><li>• Birth Cert</li><li>• Passport</li><li>• Written Statement by a School Principal confirming attendance at educational institution</li></ul>
<b>Over 18's</b>	<ul style="list-style-type: none"><li>• A form of Photo Identification (<i>e.g. Driving Licence/Permit, Passport</i>)</li></ul> <b><u>AND</u></b> <ul style="list-style-type: none"><li>• Confirmation of your current address (<i>e.g. Utility Bill, P60/P45, Bank/Credit Union Statement, Correspondence from Government Body/State Agency</i>)</li></ul>

**If the applicant is 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 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 on the NVB 1 form.**

#### **Personal Details**

- ✓ Insert details for each field, allowing one block letter/digit/character/symbol per box.
- ✓ Your e-mail address, or parent/guardian e-mail address for under 18's, is required as the invitation to the e-vetting website will be sent to this address.
- ✓ The Current Address means the address you are now living at including Eircode or Postcode. No abbreviations.

#### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

#### **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.



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

Human Resources Department,  
Civic Offices, Dungarvan, Co Waterford.

Your Ref:

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**Form NVB 1**

**Vetting Invitation**

**Section 1 – Personal Information**

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.

Forename(s):																													
Middle Name:																													
Surname:																													
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																			
Email Address:																													
Contact Number:																													
Role Being Vetted For:	B	E	A	C	H	L	I	F	E	G	U	A	R	D	2	0	1	9											

Current Address:

Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

**Section 2 – Additional Information**

Name Of Organisation:	Waterford City & County Council
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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

Applicant's Signature:	
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Date:	D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.