



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

1. The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
2. The Form must be completed in ball point pen.
3. **Photocopies or scanned NVB 1 or NVB 3 Forms will not be accepted.**
4. All applicants are required to provide a copy of their Passport, Public Services Card or Drivers Licence to validate their identity.
5. If you are aged between 16-18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 the email correspondence will be issued to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form.

Personal Details

1. Insert details for each field, allowing one block letter per box.
2. For Date of Birth field, allow one digit per box.
3. Online invitation will be sent to applicant's email account.
4. Please allow one digit per box for your contact number.
5. The Current Address means the address where you are now living
6. The address fields should be completed in full, including Eircode/Postcode. If applicant has a current or previous address in Northern Ireland, Postcodes must be provided.

Role Being Vetted For and Select Category

The role being applied for must be clearly stated.

Tick one of the categories: Clergy, Paid, Employee or Volunteer

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by

- a) **signing** the application form
- b) **ticking the box** provided.

NVB 2 Online Application Form

A link will be sent to the applicant **online** so that the NVB 2 Vetting Form can be filled. This form must be completed within 30 days.

Return completed form to:
Diocese of Clogher
Safeguarding Vetting Office
St. Macartan's College
Monaghan
Co. Monaghan
H18 X704



NVB 1

Telephone: 087 387 4742

Online Vetting Invitation National Vetting Bureau

Section 1 – Personal Information (to be completed by Vetting Applicant aged 16 and above)

Forename(s):																														
Middle Name:																														
Surname:																														
Date of Birth:		/		/																										
Email Address:																														
Confirm Email:																														
Contact Number:																														
Role Being Vetted For:																														
Current Address																														
Line 1:																														
Line 2:																														
Line 3:																														
Line 4:																														
Eircode/Postcode:																														

Please tick which one of the categories apply to applicant: Clergy Paid Employee Volunteer

I understand that in making this application, information will be disclosed to the National Vetting Bureau - Liaison Person pursuant to Section 13(4)(e) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and that the Authorised Signatory will inform the appropriate authority of this disclosure. Please tick box

Signature: _____ Date: _____

Section 2 – Must be completed by Priest/Parish Representative/School Principal/ School Chairperson

Name of Parish/School: _____
(Must be completed by Priest/ Parish Representative/ School Principal/Chairperson of the Board of Management of School)

Address of Parish/School: _____
 _____ Telephone Number: _____

Email Address of Parish/School: _____ (Disclosures emailed to this address)

The Applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. I have retained a copy of identity and this form in Parish/School files: Please tick box

Please state documentation provided: _____

Signature: _____ Date: _____

Validation of Identity (e.g., Passport, new card type driving licence, Irish Public card, National Identity Card, Garda National Immigration Bureau Card or birth Certificate etc.) together with proof of present address (utility bill/bank statement).