



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

### **Miscellaneous**

The Form must be completed in full and must be clear and legible.

- **Section 1:** *This section of the form can be completed electronically.*
- **Section 2:** *It is a requirement under National Vetting Bureau procedures that the applicant manually sign Section 2. **Please note a digital signature is not accepted by the National Vetting Bureau.***

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

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.

- Please fill in your Email Address. This is required, as the invitation to the Garda National Vetting Bureau e-vetting website will be sent to this address.
- Please fill in your contact number.
- The Current Address means the address you are now living at, not your University of Limerick address. The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice. For the full list of relevant work or activities requiring vetting please refer to [Schedule 1 of the Act](#). (National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016).

The UL Department/Affiliate Organisation should be stated.

The line manager’s name should be completed in full, if known.

### **Have you lived abroad?**

If you have resided outside Ireland for a cumulative period of 36 months or more over the age of 18yrs you must furnish a Foreign Police Clearance (FPC) from the country or countries of residence.

### **Declaration of Applicant**

The applicant must confirm their understanding and acceptance of the two statements by manually signing the application form at Section 2 and ticking the box provided. **Please note a digital signature is not accepted by the National Vetting Bureau.**

RETURN THIS FORM TO:

ULStaffGardaVetting@ul.ie




Form NVB 1(a)

## 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:

Email Address:

Contact Number:

Role Being Vetted For:

Only persons conducting **Relevant Work or Activities relating to Children and/or Vulnerable Persons** will be subject to vetting. For the full list of relevant work or activities requiring vetting please refer to [Schedule 1 of the Act](#). (National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016).

Please describe the role being vetted for and reference the relevant section from Schedule 1 it relates to.

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Line Mgr. Name:

(If Known)

Current Address

Line 1:

Line 2:

Line 3:

Eircode/Postcode:

If you have resided outside Ireland for a cumulative period of 36 months or more over the age of 18yrs please tick Yes. Otherwise, tick No.

Y ☐ N ☐

### Section 2 – Additional Information

Name Of Organisation:

University of Limerick

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

Applicants Signature:

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Date

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**Note: It is a requirement under National Vetting Bureau procedures that the applicant Manually sign Section 2.**

Please manually sign and return this form, along with a completed verify identity form to [ulstaffgardavetting@ul.ie](mailto:ulstaffgardavetting@ul.ie). An invitation to the e-vetting website will then be sent to your email address.