

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(s):

Surname:

Date of Birth:

Email Address:

Contact Number:

Role Being Vetted For:

Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Section 2 – Additional Information

Congregation & Group Title:

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.

☐

By ticking the box, I confirm I have read above declaration.

Applicant's

Signature:

Date:

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

Accepted Garda National Vetting Bureau (GNVB) identity documents

CATEGORY	DOCUMENT TYPE
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste and TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

In circumstances where an applicant under the age of 18, does not have documentation outlined in the accepted documentation table, the following will be accepted:

	Identification
	Birth Certificate and Written statement by a school principal or an accredited third level institution confirming attendance and address

Two documents must be submitted, one to support identification and one to support proof of address.

Strict Adherence: Only the documents listed are acceptable (Driving Licence does not cover proof of address)

Data Retention Period: retain original NVB1 form for the initial 6 months, after which a soft copy NVB1 form and soft copy ID documents will suffice. These must be retained for duration of engagement and destroyed within 12 months of departure.

Section 3 – Recruitment Declaration

(to be completed by DLP or Minister or Kirk Session or Person in Authority)

See link to the website for guidance on recruitment [Safeguarding for Republic of Ireland | Presbyterian Church Ireland](#)

I confirm that the applicant is applying for the role as described in Section 2 and that the appropriate recruitment processes are being followed by our organisation.

Print Name: _____ Date: _____

Position: _____ Tel: _____

Signature: _____

Return form by post to the Safeguarding Team, Assembly Buildings, 2-10 Fisherwick Place, Belfast, BT1 6DW
or email safeguarding@presbyterianireland.org

Page 4 to be completed by DLP or Minister or Kirk Session or Person in Authority

Identity Document Validation Form

Your Ref:

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☐ Yes ☐ No
- Is the photograph on the document a true likeness for the vetting subject? ☐ Yes ☐ No
- Is the photograph of high quality and clear? ☐ Yes ☐ No
- Is the date of birth on the document matching the date provided on the NVB1 Form? ☐ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB1 Form? ☐ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☐ Yes ☐ No
- Is the address on the proof of address document matching the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject? ☐ Yes ☐ No
- Is the role accepted to be relevant work or activity? ☐ Yes ☐ No
- Is the Consent Box ticked? ☐ Yes ☐ No

Section 4: Document Confirmation

I have physically seen and retained/forwarded a copy of the following documents: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No. _____
- Proof of address document type: _____ ☐ Yes ☐ No

If you have answered **No** to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information

Validator's Name (PRINT NAME):

Validator's Signature:

Validator's Role and Email:

Validator's Contact Number:

Date of Validation:
