

Return address:
 Margaret Northage,
 Raphoe Safeguarding Office,
 Pastoral Centre,
 Monastery Avenue,
 Letterkenny,
 Co Donegal.



Your Ref:

DOR002-

Please read instructions page carefully.

Form NVB 1 – Vetting Invitation for Schools.

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: Print clearly																										
Contact Number:																										
Role Being Vetted For:																										
Current Address:																										
Line 1:																										
Line 2:																										
Line 3:																										
Line 4:																										
Eircode/Postcode:																										

Section 2 – Additional Information (Please tick box in respect of each statement)

Name of Primary School	
-------------------------------	--

I consent to the making of this application, the disclosure of information by the National Vetting Bureau to the Vetting Liaison Person, and to the sharing of the disclosed information with the school named above pursuant to Section 13 (4)(e) National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016.

PLEASE TICK BOX:

I have provided documentation to validate my identity and proof of current address, as outlined in Section 3, copies of ID to be supplied to the Vetting Liaison Person.

PLEASE TICK BOX:

Applicant's Signature

Electronic Signature not accepted.

Date: / /

NOTE: Please return this form with validated ID to the above-named organisation. An invitation to e-vetting website will then be sent to your email address.

Section 3 – Organisation Information & Validating of Identification

NAME OF APPLICANT:			
Name of school requesting vetting:		Roll No.	
Contact Person: Principal/Chairperson		Contact No.	
Address of School:			
Email for vetting correspondence and Disclosures.			

Please note original form of ID and proof of current address must be supplied for verification to the school's contact person by the applicant in all instances. Please tick which documents are provided by the applicant.

Forms of ID: The combination of identity & proof of address documents provided must result in a combined score of 100	Items Provided Please tick	Score Over 18	Score Under 18
Photographic Identification - one item must be provided			
Irish driving licence or learner permit (new credit card format)		80	
Passport (from country of citizenship)		70	100
Irish Certificate of naturalisation		50	
Birth Certificate		50	100
Garda National Immigration Bureau (GNIB) card		50	
National Identity Card for EU / EEA /Swiss citizens		50	
Irish driving licence (old paper format)		40	
Proof of Current Address – one item must be provided		35	
Letter from employer (within last two years) confirming name and address		35	
Utility bill (must not be less than 6 months old). Mobile phone bills are not acceptable		35	
Bank / Building Society / Credit Union statement		35	
National Age Card (issued by An Garda Siochana)		25	
Membership Card from Educational Institution or Correspondence		25	
Written statement from Principal confirming attendance at educational institution on headed paper.		n/a	100
Affidavit witnessed by Commissioner for Oaths.		100	100
Combined minimum score required = 100	TOTAL		

In line with Data Protection Guidance, PLEASE DO NOT SUPPLY ANY DOCUMENTATION CONTAINING YOUR PPS NO.

By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and that I have validated the identity and current address of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016. I also confirm that copies of the identification documents have been retained in accordance with the Data Protection Acts 1988 to 2003.

Contact Person Signature

Electronic Signature not accepted.

Date: □□/□□/□□□□



**DIOCESE OF RAPHOE
GARDA VETTING SERVICE**

Tel: 0749125669

Email: gardavetting@raphoediocese.ie

Margaret Northage – Liaison Person for Garda Vetting



GARDA VETTING INSTRUCTIONS FOR SCHOOLS

There are two stages to the vetting process, (1) submission of a Vetting Invitation Form – NVB1 along with identification and (2) accessing a link via your email account which will be sent to you directly from the National Vetting Bureau. This link allows you to complete your on-line application process. You are given 30 days to complete your application otherwise you are locked out of the system.

Always seek permission from the School Principal to be vetted and have your ID validated by the School's Authorised Person.

Please follow these instructions carefully otherwise your application will be delayed/rejected.

1.	Identification - Application needs two forms of Identification (copy of passport/driving license and copy of utility bill or another official document that is proof of address). <i>Please do not submit documentation containing your PPS No. See Section 3 - Identification must be validated by the School you are applying for work/placement.</i>
2.	You must be over 16 years of age before you can undergo Garda Vetting. This will apply to all Transition Year Students taking up placements in schools.
3.	For Young Persons aged 16 – 18 years old, supply a copy of Passport or Birth Certificate as identification along with NVB 1 Form and NVB3 Form (Parental Consent).
4.	Parental Consent (NVB 3 Form) is required for young persons under the age of 18 years and must contain the parent/guardian's contact details, i.e., email address and contact number. For child protection purposes, we do not contact young people under the age of 18 years either by phone or email.
5.	Application needs a valid e-mail address, please state email address clearly.
6.	Application needs a contact number, signature and dated.
7.	Please indicate name of School within the Diocese of Raphoe where you will work/volunteer.
8.	We only vet ancillary staff in national schools under the Catholic patronage in the Diocese of Raphoe along with all other parish staff/volunteers whose work brings them into "regular contact with children".
9.	If you are a volunteer, please specify your role in working with children/vulnerable adults.
10.	The Teaching Council vet mainstream teaching staff. See: www.teachingcouncil.ie
11.	Your vetting application will expire in 30 days. It is your responsibility to ensure you do not allow this to happen.
12.	Due to the high volume of work, resources are no longer available to chase up applicants who are non-responsive to communication from this office or who allow their application to expire.