



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

**Please read the following guidelines before completing this form.**

Under the National Vetting Bureau persons subject to vetting are required to provide proof of identity to the registered organisation completing the vetting. There are two ways we can verify your identity.

### **Option 1**

Your **original** documentation can be witnessed at your local police station, by a solicitor or commissioner of Oaths. The stamped and signed photocopies of your documentation are then sent to Barretstown with this vetting form.

### **Option 2**

Supply **original** documentation to Barretstown with your application and we will then return this to you in a timely manner.

You need to supply one form of Photo ID (ideally a driver's license or passport) and a letter/bill/statement showing proof of address.

Once we have received all your vetting documentation you will receive an email from the vetting unit to complete the remainder of the process online (*please complete this as soon as you receive to avoid any delays in signing you up for camp*)

### **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.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Declaration of Consent**

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.

**Please post documents to Staff Recruitment, Barretstown, Ballymore Eustace, Co. Kildare, Ireland.  
Scanned copies will not be accepted**

