



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

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.

Please see attached list of acceptable documents for Proof of 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 and their Parent/Guardian Contact Telephone Number** on the NVB 1 form.

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.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

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.



University College Dublin
 UCD Human Resources
 Roebuck Offices, 2nd Floor
 Belfield, Dublin 4, Ireland.

Your Ref:

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Vetting Invitation

Form NVB 1

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:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
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

Name Of Organisation: UNIVERSITY COLLEGE DUBLIN

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

Applicant's Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

List of Acceptable Documents for Proof of Identity (100 points required)

All applicants being vetted will be required to provide Proof of ID. Documents proving identity to the value of 100 points can be found on the list of acceptable documents below.

Identification Document	Points
Irish Driving Licence or Learner Permit (new credit card format)	80
Irish Public Services Card	80
Current Passport (from country of citizenship)	70
Irish Certificate of Naturalisation	50
Original Birth Certificate / Adoption Certificate	50
Garda National Immigration Bureau (GNIB) Card	50
National Identity Card from EU/EEA Member States or Swiss Citizens	50
Irish Driving Licence or Learner Permit (unexpired old paper format)	40
Employment ID	
<ul style="list-style-type: none"> • ID Card issued by Employer (with name and address) 	35
<ul style="list-style-type: none"> • ID Card issued by Employer (name only) 	25
Letter from Employer (within last two years) Confirming Name and Address	35
Payslip (with home address) or P60, P45	35
Utility Bill e.g. gas, electricity, television, broadband (ROI) (not less than 6 months old.	35
Printed online bills are acceptable, mobile phone bills are not acceptable)	
Bank / Building Society/ Credit Union Statement	35
Credit/Debit Cards/Passbooks (only one per institution)	25
National Age Card (issued by An Garda Siochana)	25
Membership Card (club, union or trade, professional bodies, education institution)	25
Correspondence	
<ul style="list-style-type: none"> • From an Educational Institution SUSI CAO 	20
<ul style="list-style-type: none"> • From an Insurance Company regarding an active policy 	20
<ul style="list-style-type: none"> • From a Bank/Credit Union/Government Body or State Agency 	20
Children under 18 years (any one of the following)	
Birth Certificate	100
Passport	100
Written statement by a School Principal confirming attendance at an educational institution on a letter head of that institution	100
Recent arrival in Ireland (less than 6 weeks)	
Passport	100
Vetting Subject unable to produce relevant identification documentation	
Affidavit witnessed by a Commissioner for Oaths	100

Proof of ID should be provided to:

HR Helpdesk
2nd Floor, Roebuck Offices
Belfield
Dublin 4
email: staffvetting@ucd.ie

You will need to provide the original copies of the documents proving your identity. You can bring these in person and UCD HR will take photocopies on the day or forward the documents to your local contact and they will make photocopies of the original documents proving your identity and submit the copies to UCD HR at the address above.

Note to those verifying Proof of Identity on behalf of UCD HR:

Please sign the photocopies as 'originals seen' and date the photocopy before submitting to UCD HR.

Please note: the Garda Vetting process cannot commence until Proof of Identity documents are on file.