



Guidelines for completing Vetting Invitation Form (NVB1)

General

- The form must be completed in full using **BLOCK CAPITALS** and writing must be in ballpoint pen, clear and legible.
- Photocopies will not be accepted.
- You must return this to
UCD Registry – Admissions
Tierney Building, UCD
Belfield,
Dublin 4, D04 V1W8

Your Ref:

Please enter your Student Number/Application Number.

Personal Information

- Insert details for each field, allowing one block letter per box.
- For Date of Birth field, use the format DD/MM/YYYY.
- Enter your email address carefully as the invitation to your e-vetting application will be sent to this address. If you are under 18, the email address should be that of your Parent/Guardian.
- The address fields should be completed in full, including Eircode/Postcode. Do not use abbreviations.

Role Being Vetted For

Enter the name of your course.

Declaration of Application

You must confirm your understanding and acceptance of the two statements by

- signing the application form at Section 2
- ticking the box provided
- entering the date on which you sign.

Return your form with:

- ☐ Two valid forms of identity, one of which must be photo ID.
(see www.ucd.ie/registry/admissions/id.html)
- ☐ UCD_V1 form (below)
- ☐ If you are under 18 years of age, a completed [NVB3 – Parent/Guardian Consent Form](#) is required. Please note the invitation to your e-vetting application will issue to your Parent/Guardian, so you must provide your Parent/Guardian's email address on the NVB1 form.



UCD Registry, Admissions
Tierney Building,
UCD, Belfield,
Dublin 4, D04 V1W8

Email: studentvetting@ucd.ie

Web: www.ucd.ie/registry/admissions/vetting.html

UCD_V1: Student Vetting

Name:

Student/
Application No:

Course:

Date of Birth:

Section A: Identification

I attach certified copies of the following **two** forms of ID

1. Photo ID with Date of Birth
(Please tick as appropriate)

- ☐ Passport
☐ Driving Licence

2. Address Verification
(which must show your name and current Irish
address. NB documents must be external to
UCD)

- ☐ CAO Offer
☐ Bank Statement
☐ Lease for rental property
☐ Other (please specify)

3. My documents have been certified by:
(for acceptable certification see guidelines)

Section B: Residence outside Ireland

Have you lived outside Ireland for more than 6 months
since the age of 18? (please tick as appropriate)

- ☐ Yes
☐ No

If **yes**, please list all countries in which you lived, with corresponding dates (month & year)

Section C: Sharing of information

I consent to UCD sharing my information as disclosed
by the NVB, with the organisation(s) in which I will be
working with children and/or vulnerable adults. (please
tick as appropriate)

- ☐ Yes
☐ No (Please note this may prevent
you from going on placements and
completing the programme)

*This form is to be returned with your **NVB1** form and certified copies of your ID documents.
Applicants under 18 must also return form **NVB3**.*

All of the above information is correct and complete and I understand that I will need to provide
a police certificate for all countries other than Ireland in which I have lived for more than 6
months since the age of 18, and that this is an integral part of the Student Vetting Process

Signed: _____

Date: _____

UCD Registry, Admissions
Tierney Building,
UCD, Belfield,
Dublin 4, D04 V1W8

**Your Ref:**

Form NVB 1

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.

[illegible]**Current Address:**[illegible]

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:**

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Date:

D D / M M / Y Y Y Y

Note: Please return this form to UCD at the address above. An invitation to the e-vetting website will then be sent to your e-mail address.