



## Guidelines for completing E- Vetting Invitation Form for MINORS

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.

The applicant, being a minor, must provide their Parent/Guardian Email address on the NVB 1 form along with having the NVB 3 Parental Consent Form completed which is the final page of this application.

### **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 the email address of the parent / guardian who is giving permission for the vetting to take place. 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. Noabbreviations.

### **Role Being Vetted For**

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

### **Declaration of Applicant**

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.



# E-vetting Invitation for Minors

**Your Ref:**

## 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.

<b>Forename(s):</b>	
<b>Middle Name:</b>	
<b>Surname:</b>	
<b>Date of Birth:</b>	D D / M M / Y Y Y Y
<b>Email address of Parent / Guardian:</b>	
<b>Contact Number of Parent / Guardian::</b>	
<b>Role being vetted for:</b>	

**Current Address:**

<b>Line 1:</b>	
<b>Line 2:</b>	
<b>Line 3:</b>	
<b>Line 4:</b>	
<b>Line 5:</b>	
<b>Eircode / Postcode:</b>	

## Section 2 - Additional Information

**Name of Organisation:**

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

**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.

### Section 3 - For Completion by Designated Contact in Parish / School

To be completed by Principal/Chairperson of BOM (for school activities) or Parish Priest (for parish activities)

**Name of Principal/ Chairperson/ Parish Priest:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children And Vulnerable Persons) 2012 to 2016.

Examples of acceptable forms of identification (**BOTH REQUIRED**):

- a) Passport or Driving Licence
- b) Verification of Current Address i.e. recent utility bill, bank statement

PLEASE TICK BOX:

PLEASE STATE BOTH DOCUMENTS PROVIDED:

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

This form will be held in accordance with data protection regulations. The data entered will be used only for the purpose indicated on the form. It will be accessed only by those authorised to do so.

