



Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim Education
and Training Board



Guidelines for completing Vetting Invitation Form

(NVB 1 – Under 18 Years)

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.

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 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.



Your Ref:

(Under 18 Years)

School / Centre
 PLC – Ballinode Sligo

Form NVB 1 **(Under 18 Years)**

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.

Forename(s):																													
Middle Name:																													
Surname:																													
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																			
Parent/Guardian Email Address:																													
Parent/Guardian 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: Mayo, Sligo & Leitrim Education and Training Board - MSLETB

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

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.

please note that original documents only will be accepted and that your Vetting Application cannot be processed until all required documentation is received: -

Category 1 (Photo ID) – submit 1 item from this category:

- Valid Irish driving licence or learner permit (new credit card format)
- Valid Passport (from country of citizenship)

Category 2 (documentation to validate your current address) – submit 1 item from this category:

- Utility bill (confirming full name and current address) e.g. gas, electricity, television, broadband, Bank/Building Society/Credit Union statement (must be less than 6 months old. Printed online bills are acceptable. Mobile Phone bills are not acceptable.).
- P60, P45 or Payslip within the last year (confirming full name and current address).
- Letter from employer (within the last two years) confirming full name and current address.
- Correspondence – in the case of students only: from an education institution/SUSI/CAO within the last year.
- Garda National Immigration Bureau (GNIB) card.

NB

- * On submission of this form, you will receive an email from evetting.donotreply@garda.ie - you must access this in order to complete your application;
- * You can track the progress of your application via the website;
- * Please check the details which have been entered from your Vetting Invitation to ensure that they are correct before proceeding.