



GNVB Guidelines for Completing Vetting Invitation Form NVB1)

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 applicant's signature must be a wet ink signature.

Photocopies of the NVB 1 form 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/Guardians' Email address and phone 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. Northern Ireland addresses **must have a postcode** otherwise the application cannot be processed.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice. **Please use one of the following role titles:** National Safeguarding Committee Member, National Youth Working Group Member, IRC Youth Leader, IRC First Aider, IRC EMT /Paramedic /Advanced Paramedic, IRC Medical Officer, IRC Nurse, IRC Therapeutic Hand Care Practitioner, IRC Skin Camouflage Practitioner, Pledging Accommodation for Ukrainian Refugees.

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.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2 of the NVB1 form.

Identity Document Validation Form

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☐ Yes ☐ No
- Is the photograph on the document a true likeness for the vetting subject? ☐ Yes ☐ No
- Is the photograph of high quality and clear? ☐ Yes ☐ No
- Is the date of birth on the document matching the date provided on the NVB1 Form? ☐ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB1 Form? ☐ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☐ Yes ☐ No
- Is the address on the proof of address document matching the address provided on the NVB1 Form? ☐ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☐ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☐ Yes ☐ No

Section 3: NVB1 Form

- Is the NVB1 form dated and signed by the vetting subject? ☐ Yes ☐ No
- Is the role accepted to be relevant work or activity? ☐ Yes ☐ No
- Is the Consent Box ticked? ☐ Yes ☐ No

Section 4: Document Confirmation

I have physically seen original documents, made copies and forwarded copies of the following documents to the IRC Vetting Team: (Please check all that apply)

- Completed NVB1 Form (original) ☐ Yes ☐ No
- Photographic ID document type: _____ ☐ Yes ☐ No
- Document Reference No. _____
- Proof of address document type: _____ ☐ Yes ☐ No

If you have answered **No** to any of the above questions the **vetting subject has not met the criteria** to continue with the vetting process

Section 5: Validator Information

- Validator's Name (PRINT NAME): _____
- Validator's Signature: _____
- Validator's IRC Role and Branch: _____
- Validator's IRC Membership Number: _____
- Date of Validation: _____

Garda Vetting Identification Checklist 2025

All household members aged 16 and over, (except those being hosted) require Vetting

To establish a person's identity for vetting purposes, an individual must provide proof of:

- **Valid photographic ID to include current name and date of birth.**
- **Evidence of current address issued within the last 6 months to include name and address.**
- **Documents must match name, date of birth and address on the NVB form**

You must present your original ID documents to an IRC authorised verifier.

- The verifier will make a copy of your documents.
- The verifier will check your NVB 1 (and 2 & 3 if applicable) and complete the Identity Document Validation Form on the back of the NVB form.
- The verifier will send all vetting documents to Head Office.

Acceptable Photo ID

In date passport from country of citizenship

Irish/EU/UK driving licence or learner permit (credit card format)

Irish certificate of naturalisation

National identity card (for EU/EEA/Swiss citizens)

Acceptable Proof of Address Issued in the Last 6 Months

Bank statement from a recognised bank (not private money lenders or Revolut)

Building Society Statement,

Credit Union Statement,

Credit Union Passbook.

Utility bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence) – issued within the last 6 months

Correspondence from Government departments

Letter from Local Council confirming tenancy

Irish/EU/UK driving license or learner permit (credit card format) issued within the last 6 months and only if not used as photo identification

For young people aged 16 or 17 who do not have documentation outlined above, the following will be accepted. Two documents must be submitted, one to support identification and one to support proof of address.

Birth Certificate

Written statement by a school principal confirming attendance (on school letterhead)