



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.



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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.

Forename(s):

[illegible]

**Middle
Name(s):**

Surname:

Date Of Birth:[illegible]

Email Address:

[illegible]

Contact Number:

[illegible]

Role Being Vetted For:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524
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Current Address:

Line 1:

[illegible]

Line 2:

[illegible]

Line 3:

[illegible]

Line 4:

[illegible]

Line 5:

[illegible]**Eircode/Postcode:**[illegible]

Section 2 – Additional Information

Name Of Organisation:

Irish Red Cross

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, to confirm you have read above declaration.

Applicant's

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Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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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

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)



Your Ref:

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

D	D	/	M	M	/	Y	Y	Y	Y
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Parent/Guardian Details

Guardian:

Postcode:

Parent/Guardian Consent

Y	Y	Y	Y
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