



Diocese of Cloyne  
Cloyne Diocesan Vetting Office

Form NVB 1 Vetting Invitation

Your Ref

**Section 1 Personal Details**

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			/			/									
Email Address															
Contact No															

Role being vetted for															

Current Address															
Line 1															
Line 2															
Line 3															
Line 4															
Line 5															
Eircode/Postcode															

**Section 2 Declaration of Applicant**

Name of Organisation	Diocese of Cloyne
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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

I hereby give permission to the Diocesan Vetting Co-ordinator(s) to keep the Garda Disclosure Form and the documentation supplied by me to validate my identity, to enable the Vetting Co-ordinator(s), if requested by me, to share my Garda Vetting information within the Cloyne Diocesan Organisation for the purpose of obtaining a similar role.

Please tick box

I understand that this Vetting form, the vetting disclosure and the documentation supplied by me to validate my identity, will be held by the Cloyne Diocesan Vetting Office.

Please tick box

I understand that this Vetting can be used for any other role I commit to within the organisation that requires vetting.

Please tick box

Applicants Signature	
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DATE			/			/						
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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



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**Section 3          Diocesan /Parish Information**

Parish requesting vetting Or Diocesan Role	
Authorised person / Bishop Parish Priest/Administrator/ Curate/ Parish Safeguarding Representative	
Address	
Eircode	
Contact No.	
Dedicated Email address	
What identification documentation was provided As proof of identity	

*By signing this form, I confirm that I have reviewed originals of the documents indicated above in relation to the Vetting Applicant and enclose a copy of them. I have validated the identity of the Vetting Applicant in accordance with the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.*

*I have explained to the Applicant that the Vetting form and vetting disclosure will be held by the Diocesan Vetting Coordinator and a copy will be returned to me.*

**Authorised Person  
Signature:**

**Date:**

D	D	M	M	Y	Y	Y	Y
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**Guidelines for completing Vetting Invitation Form (NVB 1)**  
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 using blue or black ink.
- All applicants will be required to provide documents to validate their identity. Copies of which must be attached to the NBV1 form
- Photocopies will not be accepted.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. This is available from Diocesan Safeguarding Children Office. 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.

Please return all forms to the following address:

- Diocese of Cloyne, and mark for the attention of Diocesan Vetting Coordinator, Safeguarding Children Office, Mallow Community Youth Centre, New Road, Mallow, Co. Cork. Eircode P51 XEX9
- Email: [diocesanvet@cloynediocese.ie](mailto:diocesanvet@cloynediocese.ie)
- Website: [www.safeguardingchildrenclayne.ie](http://www.safeguardingchildrenclayne.ie)
- Tel: 022 - 21009

DO NOT send this form directly to the National Vetting Bureau or to any Garda Station.

*Section 1: Personal Details*

- Insert details for each field, allowing one block letter per box and a blank box between words.
- For Date of Birth field, allow one digit per box in the format of DDMMYYYY.
- 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.
- All applicants will be required to provide documents to validate their identity and proof of address. Where available, applicants should provide their passport and a new format drivers' licence. If these are not available other forms of identification/proof of address may be used. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 – see Verification of Identity for further details.

*Role Being Vetted For*

- The role being applied for must be clearly stated. Please be specific e.g. Supervisor of Young People, Special Needs Assistant, Priest, Choir Leader, etc. Generic terms such as “Volunteer” will not suffice.

*Section 2: 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.

*Section 3: Parish / Diocesan Information*

- This part of the form should only be completed by the authorised person, (Bishop/Parish Priest/Administrator/Curate/Parish Safeguarding Representative) and not by the Applicant. Please indicate in the field provided what documents were provided to validate the Applicant's identity, a total identification score of 100 must be obtained. A copy of documents must be sent with NBV 1 form.



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**Verification of Identity**

The 100 point check is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totaling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

<b>Identification</b>	<b>Score</b>	<b>Tick</b>
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Siochana)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Children under 16 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points**		
• Affidavit witnessed by a Commissioner for Oaths	100	
<b>TOTAL</b>		