



## **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.

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 e.g. District Commissioner/Branch Secretary/Treasurer/Children's Officer/Instructor/Swimming Trainer/Running Trainer/Shooting Trainer/Mounted Games Trainer/Area Rep/Sub-Committee/Team Manager/Team Chaperone/Host Family/Parent/Camp Supervisor etc.

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.

**Identification Documents – The Person signing Section 2 must indicate which ID documents have been used to verify the identity of the applicant (tick all boxes that apply – the score MUST add up to at least 100)**

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	<b>80</b>	
Irish Public Service Card	<b>80</b>	
Passport (from country of citizenship)	<b>70</b>	
Irish certificate of naturalisation	<b>50</b>	
Birth Certificate	<b>50</b>	
Garda National Immigration Bureau (GNIB) Card	<b>50</b>	
National Identity Card for EU/EEA/Swiss citizens	<b>50</b>	
Irish driving licence or learner permit (old paper format)	<b>40</b>	
<b>Employment ID:</b>		
ID card issued by employer (with name and address)	<b>35</b>	
ID Card issued by employer (name only)	<b>25</b>	
Letter from employer (within last two years) confirming name and address	<b>35</b>	
P60, P45 or Pay-slip (with home address)	<b>35</b>	
Utility bill e.g. gas, electricity, television, broadband (not less than six months old). Mobile phone bills are not acceptable	<b>35</b>	

Identification	Score	Tick
Public Service card/Social Services card/Medical Card	<b>25</b>	
Above with a photograph	<b>40</b>	
Bank/Building Society/Credit Union statement	<b>35</b>	
Credit/Debit cards/passbooks (only one per institution)	<b>25</b>	
National Age Card (issued by An Garda Síochána)	<b>25</b>	
Membership Cards:		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	<b>25</b>	
<ul style="list-style-type: none"> <li>Educational Institution</li> </ul>	<b>25</b>	
<b>Correspondence:</b>		
From an Educational Institution SUSI/CAO	<b>20</b>	
From an insurance company regarding an active policy	<b>20</b>	
From a Bank/Credit Union or Government body or State Agency	<b>20</b>	
Recent arrivals in Ireland (less than 6 weeks) – Passport	<b>100</b>	
Vetting subject is unable to achieve 100 points: <ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>	<b>100</b>	

The Irish Pony Club.  
 Main Street,  
 Urlingford,  
 Via Thurles,  
 Co. Kilkenny.  
 Tel. No. (056) 8832966  
 christina@irishponyclub.ie



Your Ref:

--

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):																										
Middle Name:																										
Surname:																										
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																
Email Address:																										
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:

Irish Pony Club

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.

Identification Verification – Original documentation, together with a photocopy must be presented to a Branch Official e.g. DC, Secretary, Children’s Officer, Area Rep. etc. The Official should verify the originals and sign and date the photocopy. The signed photocopy should be submitted to the IPC office with this Invitation form.