

## **Guidelines for completing Garda Vetting Invitation Form (NVB 1a)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The form must be completed in full using **BLOCK CAPITALS**, writing must be clear and legible and it must be signed by the applicant.

All fields marked \* are mandatory fields and must be completed by the Applicant.

Photocopies or scanned copies of the form will not be accepted.

All Applicants **must** provide documents to validate their identity (see below).

### **Personal Details**

Insert details for each field, allowing one character 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.

The “Current Address” refers to the address you reside at now.

The address fields should be completed in full, including Eircode/Postcode (no abbreviations).

### **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 boxes provided.

This form along with the required proof of identification documentation should be returned to The Fitness and Probity team in the Central Bank of Ireland.

### **Proof of identification documentation required**

Accepted forms of identity are as follows and you must submit both:

1. A certified copy<sup>1</sup> of your current passport or Driving Licence/ New Learner Permit (new credit card format only) **and**
2. Original letter/document confirming proof of address. The proof of address can be a Utility Bill (e.g. gas, electricity, television, broadband) and must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable.

**IMPORTANT:** Failure to submit the form correctly or failure to submit the required documents may result in the rejection of your Garda vetting form and Individual Questionnaire application.

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<sup>1</sup> A ‘certified copy’ is a photocopy of the original document certified as being a true copy by a competent authority (that is, signed by a lawyer, Commissioner for Oaths, medical doctor, justice of the peace, university administrator, local law enforcement officer e.g. Garda Síochána, etc.). **Photocopies of ‘certified copies’ will not be accepted.**

# Vetting Invitation

This Form must be completed in full using BLOCK CAPITALS and writing must be clear and legible. Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable persons) Act 2012, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

**Section 1 – Personal Information**

\* IQ Reference Number:

\* Forename(s):

Middle Name:																			
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\* Surname:

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\* Date Of Birth

D	D	/	M	M	/	Y	Y	Y	Y
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\* Email Address:

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\* Contact Number:

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\* PCF Role applied for:

\* Current Address:

- Line 1:
- Line 2:
- Line 3:
- Line 4:
- Line 5:


\* Eircode/Postcode:

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**Section 2 – Additional Information**

Name Of Organisation:

Central Bank of Ireland (Fitness & Probity)
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I confirm that I have provided documentation to validate my identity as required *and* I hereby authorise the National Vetting Bureau of An Garda Síochána to furnish to the above Organisation a statement that there is no criminal record information to disclose in respect of me in Ireland or elsewhere, or a statement of criminal record information in Ireland or elsewhere as the case may be. Please tick the box to confirm:

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\* Applicant's  
Signature:

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\* Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Please tick to confirm you have enclosed the required proof of identify documentation.

This form and proof of identify documentation should be returned by post to the Fitness and Probity Team at the Central Bank of Ireland, Spencer Dock, North Wall Quay, Dublin 1, D01W920. Following receipt, an invitation to the e-vetting website will be sent to the email address detailed above.