

GARDA VETTING GUIDELINES FOR TY STUDENTS

When you the TY Student(s) are considering a work placement with children or vulnerable adults you will be requested by your employer to be Garda Vetted.

Students who are over 16 years of age will be Garda Vetted with parental consent.

Any student who is under 16 years of age at the date of work experience cannot be Garda Vetted. This may limit your options for work placement. Please confirm this requirement with the proposed employer.

Please note that Garda Vetting is a lengthy process and may take several weeks/months to be processed. So its very important that if you know that your require Garda Vetting, that you complete the following documents with urgency:

Form NVB 1 - Vetting Invitation

NB Please note that it's a Parent Email Address that is required in Form NVB 1.

Form NVB 3 - Parent/Guardian Consent Form

ID Validation Form - Valid Identification Documents

NB Please ensure that you (Student) supply identification in compliance with the requirements as outlined in the ID Validation Form

Please complete the above documents with immense care to ensure accuracy and this will reduce delays in the processing of Garda Vetting.

Thanking you.



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 the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this 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. 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.

Joint Managerial Body
Emmet House
Milltown
Dublin 14 V3K8



JMB Ref:

ID Validation Form

Valid Identification Documents

Ideally three documents should be produced in the name of the applicant and ideally at least one of these documents include photographic identification.

Please tick the appropriate boxes to indicate what ID has been checked and photocopied.

ID Document Provided & Photocopied	%	Photostat
Current Passport	70	
Irish Public Services Card	80	
Current Irish Driving Licence	80	
Original Birth Certificate	50	
Adoption Certificate	50	
Marriage/Civil Partnership Certificate	50	
Utility Bill (Gas/Electricity/Water) within last 3 mths)	35	
Recent correspondence with address i.e. Bank/Building Society Statement	20	

Name of Applicant: _____

Date ID check carried out: _____

I confirm that I have seen the original ID documents as indicated above.

Signed: _____

Name (Capitals) _____

This ID Validation Form should be forwarded to Mr Jack Cleary, JMB,
Emmet House, Milltown, Dublin 14, V3K8.



JMB Ref:

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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):																									
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:

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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

Applicant's
Signature:

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Date:

D	D
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 /

M	M
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Y	Y	Y	Y
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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.

Joint Managerial Body
 Emmet House
 Milltown
 Dublin 14 V3K8



JMB Ref:

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PARENT/GUARDIAN CONSENT FORM (NVB 3)

Forename(s):																								
Surname:																								
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y														

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):																																							
Surname:																																							
Relationship to applicant:	Father:												<input type="checkbox"/>	Mother:												<input type="checkbox"/>	Guardian:												<input type="checkbox"/>

Address:

Line 1:																									
Line 2:																									
Line 3:																									
Line 4:																									
Line 5:																									
Eircode/Postcode:																									

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

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D	D	/	M	M	/	Y	Y	Y	Y
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Parent/Guardian Date: