



## **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** including email address and writing **must be clear and legible** or the form will be returned which will cause a delay in obtaining vetting.

The Form should be completed in blue 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. Eircodes are available at [www.eircode.ie](http://www.eircode.ie) & postcode for other countries are also available on the internet. Please do not leave the space blank as it may result in the form being returned to you which will result in a delay in you obtaining vetting.

### **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.

### **Completed Forms**

Completed forms are to be returned to the club.

### **Returning forms to Archery Ireland by the club**

**This form once completed, returned to, and signed by a club official, should be sent to Archery Ireland along with a signed copy of the E-Vetting Verify Identity form. Do not send copies of indentation to AI.**



For office use only
---------------------

# Vetting Invitation

Form NVB 1

## 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

I have provided documentation to a club official 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 in Archery Ireland, 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 your club. An invitation to the e-vetting website will then be sent to your Email address.**

The section below is to be completed by a club official.

<b>Club name:</b>		Archery Ireland membership number	
	A club official has checked the details above and is happy with them, and has also enclosed a signed copy of the identity form.	Signed on behalf of the club	



## E-Vetting - Verify Identity Form

This form is to be completed & signed by a club official



Name of the person providing identity: .....

At least one form of ID provided must be a photo ID & one form of ID must have a current address & be dated within six months of the date of vetting	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Service 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	
ID issued by employer with name and address	35	
ID issued by employer with name only	25	
Letter from employer (within last two years) confirming name & address	35	
Identification	Score	Tick
P60, P45 or Payslip with home address	35	
Utility bill e.g. gas, electricity, TV, broadband, (must be within the last 6 months)	35	
Public service card / social service card / medical card	25	
as above with photo	40	
Bank /Building Society / Credit Union statement	35	
Credit / Debit cards / passbook ( only one per institution)	25	
National age card (issued by An Garda Siochana)	25	
Membership card: Club, union, or trade professional bodies	25	
Membership card: Educational institution	25	
Correspondance from:		
Educational instition (SUSI / CAO)	20	
Insurance company regarding an active policy	20	
Bank / credit union or government body or state agency	20	
Identification for juniors	Score	Tick
For children under 16 years of age ( any one of the following )		
Birth certificate	100	
Passport	100	
Written statement by a school principal on headed paper confirming attendance at an educational institution	100	
Recently arrived in Ireland (less than 6 weeks)		
Passport	100	
Vetting subject is unable to achieve 100 points		
Affidavit by a commissioner for the Oaths	100	
<b>Total points</b>		

I, the undersigned official of (club name)..... hereby declare that the above named person ia a bona fide applicant for a position within this club, and that they have provided me with copies of identification as indicated above, and that I am satisfied with the identification provided to me, and accept it as proof to the identity of the named person, & that they have reached a minimum of 100 points.

Signed: .....

Date: .....

Print name: .....