

**Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

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| **Miscellaneous** |
| 1. The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible. |
| 1. The Form must be completed in ball point pen or can be typed (except for signature). |
| 1. Photocopies will not be accepted. |
| 1. All applicants are required to provide a copy of their Passport, Public Services Card or Drivers Licence to validate their identity. |
| 1. If you are 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 e-mail correspondence will be issued to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on this form. |
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| **Personal Details** |
| 1. Insert details for each field, allowing one block letter per box. |
| 1. For Date of Birth field, allow one digit per box. |
| 1. Please fill in your Student Number (B000……), allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to your student e-mail account. Personal e-mail accounts are not acceptable. |
| 1. Please allow one digit per box for your contact number. |
| 1. The Current Address means the address where you are now living |
| 1. The address fields should be completed in full, including Eircode/Postcode. No abbreviations. |
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| **Role Being Vetted For** |
| The role being applied for must be clearly stated. ‘Student Placement’ has already been filled in for your convenience. |
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| **Declaration of Application** |
| The applicant must confirm their understanding and acceptance of the two statements by   1. **signing** the application form 2. **ticking the box** provided.   **Return the Completed Vetting Invitation**  The completed form and a copy of your passport, public services card or drivers licence should be brought along to your Induction /Registration session. Please contact Rachel Dockrell on [gardavetting@itb.ie](mailto:gardavetting@itb.ie) if you have any questions. |

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| **ITB**  **Blanchardstown Road North**  **Dublin 15 YV78** | ITB logo portrait | **ITB Ref:** |
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|  | **Form NVB 1** |  |
|  | **Vetting Invitation** |  |

**Section 1 – Personal Information**

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| **Forename(s):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Middle Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Surname:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date Of Birth:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
| **ITB Student No:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact Number:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Course Name:** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Year: 1st** | | | |
| **Role Being Vetted For:** | | | **S** | **T** | **U** | **D** | **E** | **N** | **T** |  | **P** | **L** | **A** | **C** | **E** | **M** | **E** | **N** | **T** |  |  |  |  |  |  |  |
| **Current Address:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 1:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 2:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 3:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 4:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Line 5:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Eircode/Postcode:** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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.**

**Section 2 – Additional Information**

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| **Name Of Organisation:** | **Institute of Technology Blanchardstown** |
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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 ** | |
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| **Applicant’s** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Signature:** | **Date:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** |
|  | | | | | | | | | | | | |
| **Note: Please complete and bring this form with you to Registration/Induction along with a copy of your passport.**  **An invitation to complete the e-vetting process will be sent to your student e-mail address in due course.** | | | | | | | | | | | | |