



Homeless Help and Support Cork

## Vetting Invitation Form (NVB 1)

Guidelines for completing this form.

### General:

- The form must be completed in full using **BLOCK CAPITALS** and writing must be legible.
- Use a black ballpoint pen.
- Photocopies are not acceptable.
- Provide the necessary documents to verify your identity, totaling **100 + points** as per the *Garda Vetting Identification Check form* provided.
- If the applicant is under 18 years of age, a completed **NVB 3** 'Parent\Guardian Consent Form' will be required as well. Please note that where the applicant is under 18 years of age the electronic correspondence will be issued directly to the /Guardian. Therefore, do provide the Parent \ Guardian e-mail address on the NVB 1 form.

### Details:

- Insert your details in each field, allowing one block letter / digit per box, leave an open box for a space.
- For 'Email Address': allow one character / symbol per box. An invitation to the e-vetting website will be sent to this address.
- 'Role Being Vetted For': this is pre-populated' for your convenience.
- 'Current Address': the address where you are presently residing. Complete in full, including Eircode / Postcode – no abbreviations.

### Applicant Declaration:

- The applicant confirms understanding and acceptance of the above statements as true, by both:  
(i) ticking the box provided and (ii) signing in full beneath.

### Garda Vetting Payment:

- Please submit a payment of €7.50 to:  
**Homeless Help and Support Cork**  
**IBAN: IE19AIBK93614633073182 BIC: AIBKIE2**  
with your *full name* as a reference.

Revised 11<sup>th</sup> April 2023

1 Bruach na Laoi,  
 Union Quay,  
 Cork  
 T12V563



Your Ref:

**Homeless Help and Support Cork  
 Vetting Invitation - Form (NVB 1)**

**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 No.:																						
Role Being Vetted For:	P	R	O	V	I	D	I	N	G	O	N	S	T	R	E	E	T	S	E	R	V	
	I	C	E	S	T	O	V	U	L	N	E	R	A	B	L	E	P	E	O	P	L	E

National Vetting Bureau Act 2012/16 – Schedule 1, Part 2, Section 2&3

Current Address:

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

Name Of Organisation:

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:   /   /

**NOTE: Please return this form to Homeless Help and Support Cork Office**

## Garda Vetting 100-point identification check <sup>1</sup>

The National Vetting (Children and Vulnerable Persons) Act 2012 to 2016 makes it a legal requirement to vet those involved in work or activity, where they will have regular access to or contact with children or vulnerable adults.

This information sheet has been developed to support organisations in verifying the identity of vetting subjects (those applying to be Garda Vetted). When conducting Garda Vetting, organisations should require volunteers or workers to present identification totaling 100 points to ensure they are checking the correct person. <sup>2</sup> At least one form of photographic evidence must be gathered.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services 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	
<b>Employment ID</b>		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
<b>Letter from employer</b> (within last two years)		
• Confirming name and address	35	
P60, P45 or Pay slip (with home address)		
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card / social services card / medical card	25	
• With photograph	40	
Bank / Building Society / Credit Union statement	35	
Credit / debit cards / passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
<b>Membership card</b>		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
<b>Correspondence</b>		
• From an educational institution / SUSI / CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
<b>Children under 18 years</b> (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal officer confirming attendance at educational institution on a letter head of that institution	100	
<b>Recent arrival in Ireland</b> (less than 6 weeks)		
• Passport	100	
<b>TOTAL</b>		

<sup>1</sup> This document was developed using information from the Volunteering Australia 100 Point Identification Check and from research conducted on verification of identity at Irish banking institutions, utility companies and the National Driver License Service. This document has not been approved by any external agency, body or authority and is only intended as a guide to verifying an individual's identity in Ireland.

<sup>2</sup> If a vetting subject doesn't have any of these forms of ID or does not reach the 100-point mark with ID that they have – they can go to a commissioner of Oaths and swear as to their name, address and date of birth. This then becomes a legally binding document that can serve as a valid form of ID for compliance purposes.