

NVB1 Form 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.

Please Read page 2 before completing the application.

Forename(s):																														
Middle Name:																														
Surname:																														
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																				
Email Address:	K										@	S	T	U	D	E	N	T	.	L	I	T	.	I	E					
Contact Number:																														
Course of study: Work Placement role																														
Current Address:																														
Line 1:																														
Line 2:																														
Line 3:																														
Line 4:																														
Line 5:																														
Eircode/Postcode:																														

Section 2 – Additional Information

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 confirm the understanding and acceptance of both above statements in Section 2 by signing the application form and ticking the box provided.

Please check box (X)

Applicant's Signature: Date:

Note: Please return this form to studentgardavetting@lit.ie via a valid student email address. The application will not be processed from external email addresses. An invitation to the e-vetting website will then be sent to the email address provided.

The form must be completed in full using **BLOCK CAPITALS**.

All data should be clear and legible. Applicant must include a student email address I.E no personal emails

- **The NVB1 Form must be accompanied by** a copy of a valid Passport Evidence of current address. (Statements from store cards/catalogue companies or Mobile phone bills are not acceptable)
- If the applicant is under 18 years of age, Parent\Guardian Consent Form will be required. Therefore, in any case correspondence relating to any Garda Vetting application an applicant must provide their Parent/Guardian email address.
- The Garda Vetting officer will contact the applicant directly in relation to all disclosures.

Please check the student email inbox of the address provided, once the Garda Vetting application has been processed by the Institute, an email from The National Vetting Bureau will be sent to the student email address containing a link to complete the process. **This must be completed within 30 days or the link will expire.** If an applicant does not complete this step the applicant will have to restart process again, which may result in prolonged delays to the vetting process and work placement start date.

NB – FOLLOWING SUBMISSION OF A NVB1 FORM PLEASE REMEMBER TO CHECK THE STUDENT EMAIL ACCOUNT AND SPAM FOLDER AS THE NVB EMAIL CONTAINING A LINK TO AN ON-LINE GARDA VETTING APPLICATION WILL BE SENT TO THIS ADDRESS PROVIDED.

Important Note

THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS FULLY COMPLETED, SIGNED AND SUPPORTED BY THE CORRECT DOCUMENTATION. PLEASE ENSURE THE INFORMATION PROVIDED IS ACCURATE AND TRUTHFUL, FAILURE TO DISCLOSE THE TRUTH MAY AFFECT THE GARDA VETTING PROCESS AND PLACEMENT.

CHECKLIST

1. Completed NVB 1 Form
2. Valid Passport to include name and date of birth.
3. Evidence of current address. Must be dated within 6 months. (Statements from store cards/catalogue companies or Mobile phone bills are not acceptable)