



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

**You must read the following guidelines before completing this form.**

Incomplete/illegible forms and forms that do not include the copies of the documents to validate your identity and your current address (highlighted below) will be returned to you and this will cause a delay in the vetting process.

### **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 a copy of documents to validate their identity **and** their current address. You **must** provide the following 2 items:

**1.) A copy of both the front **and** the back of your current valid driving licence.**

**AND**

**2.) A copy of a recent utility bill e.g. gas, electricity, television, broadband or a Bank/Building Society/Credit Union statement in your name showing your current address (dated less than 6 months old at the time of the vetting application). Printed online bills are acceptable. Mobile phone bills are not acceptable.**

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.

### **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 email address.

Please allow one digit per box for your contact number.

The Current Address means the address at which you are now living.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

## **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 consent box provided.

## **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

## **What is a Criminal Record?**

A criminal record in relation to a person means a record of the **person’s convictions** whether within or outside the state for any criminal offence together with any ancillary or consequential orders made pursuant to the convictions concerned or a record of any **prosecutions pending** against the person whether within or outside the state for any criminal offences or both. The Probation Act is regarded as a conviction and should be declared.

## **Decision Making**

*The Decision Maker/Decision Making Committee will assess the suitability of applicants for positions within the Organisation regarding any Garda vetting disclosures that may be received in respect of them. There are categories of convictions that would automatically disqualify an applicant i.e.: Murder, Manslaughter, Serious Assault, Sexual Offences and Drug Trafficking.*

## **PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION**

### **IMPORTANT – PLEASE READ ALL THE INFORMATION PROVIDED BELOW**

#### **1.) Additional Guidelines for Completing VETTING INVITATION FORM (NVB1)**

These should be read along with the guidelines provided by the National Vetting Bureau.

Please follow all guidelines provided as incomplete/illegible forms will be returned to you and this will delay the vetting process for you.

**To validate your identity and your current address**, you are required to provide photographic evidence of your identity **and** proof of your current address. You **must** provide:

- 1.) A copy of both the front **and** the back of your current valid driving licence.**  
**AND**
- 2.) A copy of a recent utility bill e.g. gas, electricity, television, broadband or a Bank/Building Society/Credit Union statement in your name showing your current address (dated less than 6 months old at the time of the vetting application). Printed online bills are acceptable. Mobile phone bills are not acceptable.**

**Complete all sections of the form**

**At Email Address:** Ensure you input your correct email address as the invitation to the e-vetting website where you will be completing your full e-vetting form online will be sent to this email address.

**At role being vetted for:** Please input Approved Driving Instructor.

**Section 2 – Additional Information:**

Please input Road Safety Authority at Name of Organisation

***Ensure that you tick the box and that you sign and date your vetting invitation form.***

**Please make sure that you post the following documents to:**

Driver Education,  
Road Safety Authority,  
Moy Valley Business Park,  
Primrose Hill, Ballina,  
Co. Mayo, F26 V6E

I. The fully completed Vetting Invitation Form (NVB1)

**AND**

II. Documents to validate your identity and your address:

- You **must** provide a copy of both the front **and** the back of your current valid driving licence.
- AND**
- You must also provide a copy of a recent utility bill e.g. gas, electricity, television, broadband or a Bank/Building Society/Credit Union statement in your name showing your current address (dated less than 6 months old at the time of the vetting application). Printed online bills are acceptable. Mobile phone bills are not acceptable.

**2.) Additional Guidelines regarding the EVETTING EMAIL LINK that will be issued to you and the completion of this form online:**

Once your paper vetting invitation form (NVB1) is received and your identity and current address is validated by the documents that you provided the Authorised Garda Vetting Liaison Officer will input your details onto the e-vetting system and you will receive a link by email (to the email address you provided on the vetting invitation form) to complete the full eVetting form online. **To complete the Garda Vetting Process in full you will need to click into the email link which will give you access into the Garda Vetting E-Vetting portal and your online eVetting form.**

**If you do not receive the email in your Inbox folder, please check your SPAM or JUNK folder as your email provider may have recognised it as Spam or Junk mail.**

The link sent to you is valid for 30 days from the date you receive it **and will auto expire after 30 days (a reminder email is sent after 21 days if no reply is**

**received).** If you attempt to log in on or after 30 days, you will be prevented from doing so. This means your Garda Vetting Application process is not complete and you must resubmit another paper based vetting invitation form so that a further eVetting link can be sent by email – please ensure that you complete the eVetting link before it expires.

You have 60 minutes to complete the Garda Vetting form online. Information will not be saved after 60 minutes so it is advisable to gather any information you need before you log in. Once logged in, you will be asked to input information relevant to the Garda Vetting process.

**If you have had a Northern Ireland or UK address, please ensure you have the post codes before you enter any information online. Please detail the post codes in the relevant section(s).**

**Omitting UK or NI post codes means that your application will not be accepted or processed by the Garda National Vetting Bureau. You will be resent the email link and be asked to provide the information again detailing UK/NI post codes. For your information please note that searches for these addresses can be done online such as using the following sites [www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode) or [www.postoffice.co.uk/postcode-finder](http://www.postoffice.co.uk/postcode-finder)**

Once you enter one FULL address, click the **“ADD”** button underneath the “Eircode/postcode field.” The System will organise each address chronologically and will list them at the bottom of the screen. NOTE there are two lines for year from and to and six lines provided for your Full Address.

There is an infinite number of previous addresses that you can provide once you click the **“ADD”** BUTTON after you have entered each full address details in the fields provided.

If you need to delete any addresses because of an error made after you have entered the details, click on the **“DELETE”** button at the far-right hand side of the screen (individualised for each address). Enter your details correctly and add them using the step above.

**DO NOT** put all of your addresses in one field as this will be returned to you unprocessed and you will be sent an email asking you to complete your information again.

The System will not let you proceed if you have omitted necessary information.

Follow the next steps after you submit ALL of your previous address details and click on Submit/Finish once you are happy with all of the details you have entered.

You can track your eVetting application status at this link <https://vetting.garda.ie/Track> using your E-Vetting reference number which is unique to your application and looks like this: **RSA001-xxxxxxxx-xxxxx**

You will be sent a second email when your application is accepted to the National Vetting Bureau for processing. This is an email to tell you that the RSA has received your online application and it is at processing stage with the Garda National Vetting Bureau. Once the above processing stage is finalised, you will be sent a third email to let you know when your Garda Vetting application process has been completed.



The Road Safety Authority, in accordance with the National Vetting Bureau Act will, as soon as practicable, make available a copy of the vetting disclosure letter to the applicant that has been vetted for their own personal records – there is no need to forward this letter to the RSA as we will already be informed of the result of the vetting application.

Further information on eVetting can be accessed via the Garda Vetting website at: <https://vetting.garda.ie/>