



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

**Forms must be returned separate from all other, non-retrospective vetting applications and in an envelope clearly marked Retrospective Vetting.**

Please read the following guidelines before completing this form

### **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 documents to validate their identity.

### **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.

### **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.



Your Ref:

Form NVB 1  
**Retrospective 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.

Forename(s):	<input style="width: 100%; height: 20px;" type="text"/>
Middle Name:	<input style="width: 100%; height: 20px;" type="text"/>
Surname:	<input style="width: 100%; height: 20px;" type="text"/>
Date Of Birth:	<input style="width: 100%; height: 20px;" type="text"/>
Email Address:	<input style="width: 100%; height: 20px;" type="text"/>
Contact Number:	<input style="width: 100%; height: 20px;" type="text"/>
Role Being Vetted For:	<input style="width: 100%; height: 20px;" type="text"/>
Current Address:	<input style="width: 100%; height: 20px;" type="text"/>
Line 1:	<input style="width: 100%; height: 20px;" type="text"/>
Line 2:	<input style="width: 100%; height: 20px;" type="text"/>
Line 3:	<input style="width: 100%; height: 20px;" type="text"/>
Line 4:	<input style="width: 100%; height: 20px;" type="text"/>
Line 5:	<input style="width: 100%; height: 20px;" type="text"/>
Eircode/Postcode:	<input style="width: 100%; height: 20px;" type="text"/>

**Section 2 – Additional Information**

Name of School:

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 the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.