



Guidelines for completing Vetting Invitation Form (NVB 1)

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**, as if it is unclear this can delay the process.

The Form should be completed in ball point pen. Photocopies will not be accepted. If you do not correctly complete **all** the sections your application cannot be processed.

All applicants will be required to provide documents to validate their identity.

If applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be also be required. Applicant must be at least 16 years of age at time of application.

Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant **must** provide their **Parent/Guardian Email address** on this form.

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 (parents/guardians if under 18), 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 you 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, e.g. Coach for Underage Children team/ Volunteer within a Children club / Chairperson Boxing Club. Generic terms such as "Volunteer" will not suffice. Please state if you will be fulfilling **more than one role.**

Name of Organisation:

The applicant should provide the name of the Club, County and/or Provincial Association in the "Name of Organisation" field.

Declaration of Application:

The applicant must confirm their understanding and acceptance of the two statements by **signing & dating** the application form at Section 2 and **ticking the box** provided.