

**Guidelines for completing Electronic Vetting Invitation Form (NVB1)**

* Completing this Invitation Form is only the **first stage** of the vetting process
* Type the required information onto the form
* All fields are mandatory except Middle Name and Eircode
* The email address that is inputted will receive a vetting form for completion from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie)
* Role being vetted for: This must be clearly stated.

It must be obvious that this is a relevant work or activity where a necessary and regular part of that work or activity consists mainly with the applicant having access to, or contact with, children or vulnerable persons. E.g. a Caretaker in a second level school.

If you are involved in assisting the school with coaching, mentoring, counselling, training or teaching children or vulnerable persons. E.g. Volunteer Coach of the football team in the school.

Generic terms such as “Volunteer” will not suffice as it doesn’t describe the work being done.

* Current Address means the address you are now living at.
* The address fields should be completed in full. No abbreviations.
* Don’t forget to **click on box**
* Print out the form or return the form to the school for printing, whichever has been agreed.
* Sign the form. Applicant’s signature should be legible. It should not be an abbreviated signature.
* The Date on the form is the date that the form has been completed and submitted to the School Principal.