



Diocese of Cloyne
Cloyne Diocesan Vetting Office
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.
- The Form should be completed in ball point pen using blue or black ink.
- All applicants will be required to provide documents to validate their identity. Copies of which must be attached to the NBV1 form.
- Photocopies will not be accepted.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. This is available from Vetting Coordinators. Please note that where the applicant is under 18 years of age, the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Please return all forms to the following address:

- The Diocese of Cloyne, School Vetting Office, Cloyne Diocesan Office, Cobh, Co. Cork. and mark for the attention of CPSMA Liaison Person, Sr. Clare Fox /Veronica O'Farrell,
- Email: schoolsvet@cloynediocese.ie
- To download forms check the website: www.cpsmacloyne.com

DO NOT send this form directly to the National Vetting Bureau or to any Garda Station.

Section 1: Personal Details

- Insert details for each field, allowing one block letter per box and a blank box between words.
- For Date of Birth field, allow one digit per box in the format of DDMMYYYY.
- 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.
- All applicants will be required to provide documents to validate their identity and proof of address. Where available, applicants should provide their passport and a new format drivers' licence. If these are not available other forms of identification/proof of address may be used. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 – see Verification of Identity for further details.

Role Being Vetted For

- The role being applied for must be clearly stated. Please be specific e.g. Supervisor of Young People, Special Needs Assistant, Escort, caretaker, etc. Generic terms such as “Volunteer” will not suffice.

Section 2: Declaration of Applicant

- The applicant should read this section carefully before ticking the boxes and confirming his/her understanding and acceptance of same by signing the application form..

Section 3: School Information

- This part of the form should only be completed by an authorised Person (Principal/Chairperson) and not by the Applicant. Please indicate in the field provided what documents were provided to validate the Applicant's identity, a total identification score of 100 must be obtained. A copy of documents must be sent with NBV 1 form.



Diocese of Cloyne Cloyne Diocesan Vetting Office

Verification of Identity

The 100 point check is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
<ul style="list-style-type: none"> • ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> • ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> • Confirming name and address 	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> • With photograph 	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
<ul style="list-style-type: none"> • Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> • Educational institution 	25	
Correspondence		
<ul style="list-style-type: none"> • From an educational institution/SUSI/CAO 	20	
<ul style="list-style-type: none"> • From an insurance company regarding an active policy 	20	
<ul style="list-style-type: none"> • From a bank/credit union or government body or state agency 	20	
Children under 16 years (any one of the following)		
<ul style="list-style-type: none"> • Birth certificate 	100	
<ul style="list-style-type: none"> • Passport 	100	
<ul style="list-style-type: none"> • Written statement by a principal confirming attendance at educational institution on a letter head of that institution 	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> • Passport 	100	
Vetting Subject is unable to achieve 100 points**		
<ul style="list-style-type: none"> • Affidavit witnessed by a Commissioner for Oaths 	100	
TOTAL		