

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

General

The form must be completed in full using **BLOCK CAPITALS** and the writing must be clear and legible.

The form can be completed digitally, but **MUST** be printed and **signed by hand**.

Photocopies will not be accepted, but colour scanned copies will.

All applicants are required to provide documents to validate their identity (photo ID & proof of address dated within the last 3 months).

If the applicant is **16 or 17 years old, a completed NVB 3** (Parent\Guardian Consent Form) is required. This can be obtained from support@codeclub.org. Please note that the applicant must provide their parent\guardian's email address on this, the NVB 1, form.

During this vetting process, you are required by law to disclose all of your previous names and addresses. If you do not wish to provide Code Club with details such as your previous names or gender, you should complete the Sensitive Applications Process through the National Vetting Bureau (NVB) before completing this form. This will ensure that sensitive information is only shared with the NVB, and not with us. For more information, contact the Sensitive Applications Team at 0504-27300.

Personal details

Please fill in the required details for each field. Use one box for each letter, number, or symbol (for email address). Use **BLOCK CAPITALS**.

Role being vetted for

The role being applied for must be clearly stated, for example, "Club leader" or "Mentor".

Current address

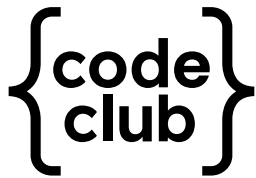
This is the address you are living at now. The address fields should be completed in full, including the Eircode/postcode. **Do not** use abbreviations.

Name of organisation

The name of the organisation should be stated as Code Club (Code Club Name). This helps Code Club to manage applications.

Applicant's signature

Please print the form and sign it by hand; digital signatures cannot be accepted.



Form NVB 1

Vetting Invitation

Forename(s):

Middle name:

Surname:

Date of birth:

Email address:

Contact number:

Role being vetted for:

Current address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode:

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.

Name of organisation:

By my signature below, I confirm that I have provided documentation to validate my identity as required and that 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.

Applicant's signature:

Date:

Note: Upon receipt of this form and relevant proof of ID, you will be emailed an invitation to complete your application online.