

Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Please print pages 2 and 3 of this form on a single sheet (front and back)

- The Form must be completed in full using **BLOCK CAPITALS** and **writing must be clear and legible**.
- All applicants are required to provide documents to validate their identity.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will also be required. Please note that minors should not use their own personal email address and phone number. These contact details must be their parent/guardian's.

Personal Details

Insert details for each field, allowing one block letter per box.

The invitation to the e-vetting website will be sent to the email address provided in Section 1.

The current address means the address you are now living at.

The address fields should be **completed in full**, including Eircode/Postcode. No abbreviations.

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.

Roles for which vetting is required

Please tick the appropriate box on the form

Minister of the Liturgy	Sacramental Preparation	Minister of the Eucharist	Hospitality Ministry	Visitation Ministry	Music Ministry	Collectors at mass
Includes: Readers / Lay preachers Children's liturgy/ prayer group leaders Altar server leaders/ helpers Sacristan/ Masters of Ceremonies	Includes: You shall be my witness Do this in memory of me (leaders only) Baptism teams Funeral teams	Includes: Eucharist Ministers Extraordinary Eucharistic ministers	Includes: Welcoming team/ greeting ministries	Includes: Bereavement team i.e. Bethany Group Home visitation team Door to door collectors	Includes: All choir members/ incl. Gospel choir & folk group Musicians Cantors	

If you feel that a volunteer who does not fit in any of the above categories should be vetted, please phone our office with details of the role, before asking the volunteer to complete the NVB1 Form.

Section 2 – Additional Information

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.

Section 3 – Organisation Information

<i>Name of Parish</i>	Our Lady Queen of Peace
<i>Contact Person (Parish Priest)</i>	V. Rev Fergus O'Connor, PP
<i>Address of Parish</i>	Merrion Road, Dublin 4, D04 NX33
<i>Parish Priest Secure Email</i>	merrionroadchurch@gmail.com
<i>Contact No.</i>	087 611 2618

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

Witness name (block) _____

Witness signature _____ Date _____

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 to the above named witness/to me.

Parish Priest signature _____ Date _____