

studentvetting@tudublin.ie

[www.tudublin.ie/garda-vetting](http://www.tudublin.ie/garda-vetting)

	CHECK LIST	TICK
Mandatory	<b>GUIDELINES FOR COMPLETING THE VETTING INVITATION FORM NVB1</b> - Read and understand	✓
Mandatory	<b>FORM NVB1 – VETTING INVITATION</b> Complete form ensuring all information is complete. - Ensure you sign and date it - Ensure you tick both boxes	✓
Mandatory	<b>VERIFICATION OF IDENTITY</b> <b>(Photocopies only – do not include original documents)</b> - Group 1 - Validation of Identity - One Document Required - Group 2 - Validation of Address - One Document Required	✓
Optional	<b>FORM NVB3 – PARENT / GUARDIAN CONSENT</b> - Required if the applicant is <u>UNDER 18 YEARS OF AGE</u> - Attach to your application	✗
Post / Deliver	The original application must be posted to:  <p style="text-align: center;"><b>Student Garda Vetting</b>            Connect Building            TU Dublin - Blanchardstown            Dublin 15            D15 YV78</p> Or delivered in person in a sealed envelope to: <ul style="list-style-type: none"> <li>• Student Hub – Connect Building Blanchardstown Campus</li> <li>• Student Hub – Rathdown House, Grangegorman</li> <li>• Student Hub – Ground Floor, Main Building, Tallaght Campus</li> </ul>	✓
E-Invitation	Once your application has been processed, you will receive an e-invitation to your <b>TU Dublin student email</b> account from An Garda Síochána to complete application. Link expires after 30 days.	

# GUIDELINES

Please read before completing the NVB1 Form

## PLEASE NOTE:

- **INCOMPLETE / ILLEGIBLE / INCORRECT APPLICATIONS WILL NOT BE PROCESSED.** Subsequently if applicants are asked to resubmit a new NVB1 Form / ID they may expect delay.
- The onus is on the student to complete the form correctly & in good time (there is no fast track process available).
- If the e-invitation expires, applicants will be required to resubmit a new NVB1 Form, delaying vetting application

### FORM NVB1:

- The Student Vetting Office cannot amend NVB1 forms on behalf of the applicant.
- The form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
- The Student Vetting Office is not responsible for any errors on the online invitation as a result of illegible handwriting / incorrect information on the NVB1 Form.
- Eircode - Please differentiate between 1 & L, 0 & O, H & M, etc. Any errors / misunderstandings and applicants will be asked to resubmit a new NVB1 form and may expect delays.
- Insert details for each field, allowing one block letter / number / symbol per box. All fields are compulsory.
- The "Current Address" means the Irish address you are now living at and have provided proof with application.
- Declaration of Application - The applicant must confirm their understanding and acceptance of these statements by signing and dating the application form in Section 2 and must tick both boxes. **Applications received with unticked box(es) will be declined and student to resubmit.**
- Sign & date the form – date should be the day you complete the form, NOT your date of birth.

### ROLE BEING VETTED FOR:

- Check described role on form to ensure you are applying for correct programme.
- The role specified involves placement/work experience with *necessary & regular access to children and vulnerable adults*. For example, working in a crèche, coaching soccer to under 18s, etc.

### VERIFICATION OF IDENTITY:

- All applicants will be required to provide documents to validate their identity and these must accompany the completed NVB1 Form.
- Do not send original documents (e.g. passports, etc.).
- A photograph is not a valid form of ID.
- Only documents listed on the 100 Point Check will be accepted.
- Expired documentation will not be accepted as verification of identity.

### FORM NVB3 – PARENT / GUARDIAN CONSENT:

- Required if the student is under 18 years of age.
- The e-invitation will be emailed directly to the Parent/Guardians to complete (not student).

### E-INVITATION

- The invitation to complete the online Garda Vetting application will be sent to the applicants TU Dublin email address. **THE INVITATION WILL EXPIRE AFTER 30 DAYS.** The onus is on the student to check their TU Dublin email (including their junk /spam folders) for the invitation.

### POST / DELIVER

- Photocopied / faxed / emailed/ photographed copies of the completed NVB1 (NBV3 if applicable) form(s) will not be accepted. **Original document and signature(s) are required by the National Vetting Bureau.**

### FURTHER INFORMATION

- FAQ's on the National Vetting Bureau (NVB) go to <https://vetting.garda.ie/Help/FAQ>

## Vetting Invitation Form (NVB 1)

### SECTION 1 – Personal Information

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.

Programme Code:	T	U	Q	3	5		/	Y	E	A	R	1										
Forename(s):	L	A	U	R	E	N																
Middle Name(s):	M	A	R	Y																		
Surname:	O	'	S	U	L	L	I	V	A	N												
Date of Birth:	0	4	/	0	5	/	1	9	8	8												
Your student email:	B	O	O	1	2	3	4	5		@	M	Y	T	U	D	U	B	L	I	N	.	IE
Mobile No:	0	8	3		1	1	1		2	2	2	2										
Address:	Line 1	A	D	D	R	E	S	S		O	N	E										
	Line 2	S	T	R	E	T																
	Line 3	T	O	W	N																	
	Line 4	C	O	U	N	T	Y															
	Line 5																					
Eircode/Postcode:	D	1	5		X	1	X	0														

Not every TU Dublin student needs to be Garda vetted. Students must only be vetted if their role / work placement **involves necessary and regular access to children and / or vulnerable persons** and there is potential to build a relationship of trust. The role specified (field below) must show that the role is engaged in relevant work or activities as per the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Failure to show the role has any relevance to the Act may result in the application being rejected (not processed) by An Gardaí.

Role being vetted for: Sports Management student coaching children and youths

### SECTION 2 – Additional Information

Name of organisation:

Technological University Dublin

I have provided documentation to validate my identity *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 both boxes

  

I have read, understood and accept the attached guidelines

Applicant's Signature:

Date:

19 / 09 2023

# THE 100 POINT CHECK LIST

Applicants for Garda Vetting must satisfy the 100-point check for their application to be processed

**One document required from each group.  
Any combination must be equal to or exceed 100 points.**

Group One – Identification	Score	Tick
<ul style="list-style-type: none"> <li>Irish Driving License or Learner Permit (credit card format)</li> </ul>	80	
<ul style="list-style-type: none"> <li>Current Valid Passport (from country of citizenship)</li> </ul>	70	✓
<ul style="list-style-type: none"> <li>Irish Public Services Card issued by the Department of Social Protection (must be accompanied with a document which contains date of birth)</li> </ul>	50	
<ul style="list-style-type: none"> <li>National Age Card issued by An Garda Siochana (must be accompanied with a birth certificate)</li> </ul>	25	
<ul style="list-style-type: none"> <li>National Identity Card for EU/EEA/Swiss Citizens</li> </ul>	50	
<ul style="list-style-type: none"> <li>Employment ID card issued by employer with name and address/name only</li> </ul>	35/25	
<ul style="list-style-type: none"> <li>Garda National Immigration Bureau (GNIB) card</li> </ul>	50	
<ul style="list-style-type: none"> <li>Recent arrival in Ireland (less than 6 weeks) – Passport</li> </ul>	100	
Group Two – Proof of address	Score	Tick
<p><b>Statement from:</b></p>		
<ul style="list-style-type: none"> <li>Bank/Building Society/Credit Union <i>(printed, online copies accepted. Financial information may be redacted/cropped but name, address and date must be visible. Document no more than 6 months old)</i></li> </ul>	35	✓
<ul style="list-style-type: none"> <li>P60, P45 or Pay slip with name and address</li> </ul>	35	
<p><b>Correspondence from:</b></p>		
<ul style="list-style-type: none"> <li>Educational institution/SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>Insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>Bank/credit union, government body or state agency</li> </ul>	20	
<ul style="list-style-type: none"> <li>Letter from employer confirming name and address</li> </ul>	20	
<b>TOTAL POINTS:</b>	<u>105</u>	

**(Must be 100 Points or over)**

ÉIRE / IRELAND / IRLANDE  
PAS / PASSPORT / PASSEPORT

An tAontas Eorpach  
European Union



ÉIRE / IRETYPE IRL - COUNTRY - PAYS  
IP IRL

ÉIRE / IRETYPE - CARD NUMBER - NUMERO DE LA CARTE  
D23145890

SURNAME - NOM DE FAMILLE  
O'SULLIVAN

FORENAME - PRÉNOM - PRÉNOM  
LAUREN

SPECIMEN



CITIZENSHIP - NATIONALITÉ - NATIONALITÉ  
ÉIREANNACH/IRISH

DATE OF BIRTH - DATE DE NAISSANCE - DATE DE NAISSANCE  
04 BEA/MAY 1988

SEX - SEX - SEX  
F

PLACE OF BIRTH - LIEU DE NAISSANCE  
BAILE ÁTHA CLIATH/DUBLIN

DATE OF ISSUE - DATE DE DÉLIVRANCE  
10 MFÓ/SEP 2013

DATE OF EXPIRY - DATE D'EXPIRATION  
09 MFÓ/SEP 2023

SEAL - SCEL - SCEL  
Óifig na tPasánna,  
Baile Átha Cliath  
Passport Office, Dublin



x *Lauren O'Sullivan*

PHOTO SIGNATURE / SIGNATURE

# DUBLIN ELECTRIC INC.



Logo  
Name

**DATE**  
19.09.2023

**INVOICE NO**  
#123456

**INVOICE TO**  
Lauren O'Sullivan  
Address Line 1  
Address Line 2  
Address Line 3  
Eircode D15 X1X0

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Product	Electricity Q1.	0.00	0.00
Product	Electricity Q2.	0.00	0.00

Subtotal	0.00
VAT	0.00
Total	0.00