

**Student Vetting Office**  
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**Maynooth University**  
National University  
of Ireland Maynooth

## Vetting Invitation Form Check List

Feb20

### **Guidelines for completing Vetting Invitation Form (NVB 1)**

- Take the time to read this document carefully.

### **Form NVB 1 – Vetting Invitation Form**

- Complete all **three** sections of this form in their entirety. Incomplete forms will be returned to departments causing substantial delays in the vetting application process.
- Make sure to sign and date the form in Section 2.
- Make sure to tick the box in Section 2.
- Tick the relevant boxes in the 100 Point Check in Section 3.

### **Form NVB 3 (Parent/Guardian Consent Form)**

- Complete the NVB3 form **and** the NVB1 form if you are **under 18 years of age** and include the email address of the **parent/guardian** on the NVB1 Form.

### **Police Clearance Certificate**

- This document should be included with your Vetting Invitation Form if you have spent a **continuous period of 6 months or more** outside of Ireland/Northern Ireland since the age of 18.

When completed:

Return your Vetting Invitation Form and the originals of your **identification and proof of current address** documents to the contact person in your academic department at Maynooth University who is facilitating your vetting application. **Proof of current address documents should not be more than 6 months old.**

The Vetting Invitation Form is **not** your vetting application. A link to your vetting application will be emailed to you by the National Vetting Bureau.

# 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.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their **identity and current address**.

If the applicant is **under 18 years of age**, a completed **NVB 3 – Parent/Guardian Consent Form** will be required **along with** the NVB1 Form. Please note that where the applicant is under 18, the electronic correspondence will issue to the parent/guardian so the applicant must provide their parent/guardian email address on the NVB1 form. NVB3 Forms are available at: <https://www.maynoothuniversity.ie/student-vetting-office/student-vetting>.

Insert your 8 digit student number where requested. If you do not have a student number, please use your CAO or PAC application number.

## Personal Details

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

Please fill in your Email Address (**MU student email where possible**), allowing one character/symbol per box. This is required as the invitation to the eVetting website and your Vetting Disclosure will be sent to this address.

The Current Address means the address you are now living at. You will need to provide proof of address by submitting a bank statement, utility bill or other document that confirms your address listed in the 100 Point Check in section 3.

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

## Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as ‘Volunteer’ will not suffice. Please insert one of the following: ‘Student Placement’, ‘Student Mentoring’, ‘Student Ambassador’, ‘Academic research with minors’.

## 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**. By doing this, you confirm your consent to this application and to the disclosure of information to the Maynooth University Authorised Liaison Person.

## Identification Verification using the 100 Point Check

You must provide multiple forms of identification, including one with a **photo and one that confirms your current address**, and all must be in date. Your identification documents will be photocopied and stored for the purposes of vetting only.

The system for checking ID is the 100 Point Check (Section 3). Please tick the relevant boxes on the 100 Point Check and include your total points, ensuring that you reach a minimum of 100 points.

## Police Clearance Certificate

If you have lived outside of Ireland or Northern Ireland for a **continuous** period of 6 months or more **after the age of 18**, you will need to provide an original Police Clearance Certificate for all overseas jurisdictions where you have resided, **along with** your Vetting Invitation Form (NVB1).



### Section 3 – Verification of Identity using 100 Point Check

To assist in the verification of identity, the 100 Point Check is recommended as a guideline by An Garda Síochána. This involves seeking documentation that leads to a full 100 points, **including one with a photo and one that confirms current address**. Please tick the relevant boxes and ensure that your total adds up to a minimum of 100 points.

**MU Departmental Use Only** - please initial and stamp the box below to confirm verification of student documents.

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Identification	Score	Tick
<b>Irish driving licence or learner permit</b> (new credit card format, not more than 6 months old if used to confirm address)	<b>80</b>	
<b>Irish Public Services Card</b> (must be accompanied by passport or birth certificate)	<b>80</b>	
<b>Current Passport</b> (from country of citizenship)	<b>70</b>	
<b>Irish certificate of naturalisation</b>	<b>50</b>	
<b>Birth certificate</b>	<b>50</b>	
<b>Garda National Immigration Bureau (GNIB) card/Irish Residence Permit</b>	<b>50</b>	
<b>National Identity Card</b> for EU/EEA/Swiss citizens	<b>50</b>	
<b>Irish driving licence or learner permit</b> (old paper format)	<b>40</b>	
<b>Employment ID</b>		
• ID card issued by employer (with name and address, not more than 6 months old)	<b>35</b>	
• ID card issued by employer (name only)	<b>25</b>	
<b>Letter from employer</b> (not more than 6 months old)		
• Confirming name and address	<b>35</b>	
<b>P60, P45 or Payslip</b> (with home address, not more than 6 months old)	<b>35</b>	
<b>Utility bill e.g. gas, electricity, television, broadband</b> (not more than 6 months old, printed online bills are acceptable, mobile phone bills are not acceptable.)	<b>35</b>	
<b>Public services card/social services card/medical card</b>	<b>25</b>	
• With photograph	<b>40</b>	
<b>Bank/Building Society/Credit Union statement</b> (not more than 6 months old)	<b>35</b>	
<b>Credit/debit cards/passbooks</b> (only one per institution)	<b>25</b>	
<b>National age card</b> (issued by An Garda Síochána)	<b>25</b>	
<b>Membership card</b>		
• Club, union or trade, professional bodies	<b>25</b>	
• Educational institution	<b>25</b>	
<b>Correspondence</b> (not more than 6 months old)		
• From an educational institution/SUSI/CAO	<b>20</b>	
• From an insurance company regarding an active policy	<b>20</b>	
• From a bank/credit union or government body or state agency	<b>20</b>	
<b>TOTAL:</b>		

Identification	Score	Tick
<b>Children under 18 years</b> (any one of the following)		
• Birth certificate	<b>100</b>	
• Passport	<b>100</b>	
• Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	<b>100</b>	
<b>Recent arrival in Ireland</b> (less than 6 weeks)		
• <b>Passport</b>	<b>100</b>	
<b>Vetting Subject is unable to achieve 100 points**</b>		
• <b>Affidavit witnessed by a Commissioner for Oaths</b>	<b>100</b>	
<b>TOTAL:</b>		

Please return this form to the contact person in your academic department who is facilitating your vetting application. An invitation to the eVetting website and your Vetting Disclosure will be sent to your email address in Section 1.