

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

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. (A copy of passport, or Driving licence or other documentation that contains Name, Address and photo graphic identification).

### **Personal Details**

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

For Date of Birth field, allow one digit per box.

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.

### **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.

### **Criminal record is defined as**

“criminal record”, in relation to a person, means—

- (a) a record of the person’s convictions, whether within or outside the State, for any criminal offences, together with any ancillary or consequential orders made pursuant to the convictions concerned, or
- (b) a record of any prosecutions pending against the person, whether within or outside the State, for any criminal offence,

“criminal offence” includes an offence under the law of a state other than the State that corresponds to an offence under the law of the State, where the act or omission constituting the offence under the law of the other state would, if committed in the State, constitute an offence under the law of the State;



**WRC**  
An Coimisiún um Chaidreamh san Áit Oibre  
Workplace Relations Commission

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## Vetting Invitation

**Forename(s):**

[illegible][illegible][illegible]

D	D	/	M	M	/	Y	Y	Y	Y	
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[illegible][illegible][illegible]

**Line 1:**

[illegible]

**Line 2:**

[illegible]

**Line 3:**

[illegible]

**Line 4:**

[illegible]

**Line 5:**

[illegible][illegible]

**Workplace Relations Commission/Department of Enterprise, Tourism and Employment**

**I hereby authorise the National Vetting Bureau of An Garda Síochána to furnish the above Organisation a statement that there is no criminal record information to disclose in respect of me in Ireland or elsewhere, or a statement of criminal**

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**DD / MM / YYYY**

**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.**