

Mary Immaculate College  
 Coláiste Mhuire gan Smál  
 South Circular Road,  
 Limerick



For Office Use only

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Tel: +353 61 204962  
 Web: www.mic.ul.ie

## Form NVB 1

### Vetting Invitation

#### 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.

Forename(s):																																																	
Middle Name:																																																	
Surname:																																																	
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Contact Number:																																																	
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Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

**Section 2 – Additional Information**

Name Of Organisation:

MARY IMMACULATE COLLEGE, LIMERICK

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.

- PLEASE ENSURE YOU HAVE READ THE GUIDELINES DOCUMENT ATTACHED
- PLEASE ENSURE YOUR ID HAS BEEN CERTIFIED
- PLEASE CHECK YOUR EMAIL ONCE YOUR NVB1 FORM HAS BEEN PROCESSED AND COMPLETE THE ONLINE APPLICATION.

Declaration: I have read and understood these

Guidelines \_\_\_\_\_

## GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB 1)

**YOU MUST READ THE FOLLOWING GUIDELINES BEFORE COMPLETING YOUR NVB1 FORM.**

- The form must be completed by you in full using **BLOCK CAPITALS**. All data should be clear and legible.
- The original of this form with your signature must be submitted to the College (a photocopy is not acceptable).
- **Your Form must be accompanied by up to date photographic ID.**
- **All ID documentation must be Certified by one of the following:**  
**a member of An Garda Síochána, a Commissioner for Oaths or a practicing Solicitor.**
- A certified copy of an Irish passport/Irish driver's licence/learner permit is acceptable. Your National Age Card is insufficient and will need to be supported with a second form of ID.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. In this case correspondence relating to your Garda Vetting application will issue to the Parent/Guardian therefore the applicant must provide their Parent/Guardian email address.
- Details of other acceptable ID documents can be found on the College website:  
<http://www.mic.ul.ie/adminservices/student services/Pages/GardaVetting.aspx>

### **1 – Part 1 of the application process:**

- Complete, sign and post your NVB1 form on Orientation Day. A Garda Vetting Drop-Box will be provided on campus for your convenience. Your application must be accompanied by CERTIFIED ID. Without Certified ID your application will be considered incomplete and therefore may not be processed.
- Please provide your full time permanent address and not a term-time address. Your Letter of Disclosure and all other Garda Vetting correspondence will be sent here.
- Please distinguish between zero and O, S and 5 I and I (L) etc. where applicable.
- Please use a current email address as the National Vetting Bureau invitation to complete your online application will be sent to the email address provided.

### **2 - Part 2 of the application process:**

Please check your email inbox once your NVB1 has been processed by the College. An email from The National Vetting Bureau will be sent to you containing a link to your online application. This must be completed by you before the vetting process begins. If you miss this step in the process your application will expire and you may not be vetted. It is good practice to check your SPAM folder also.

**NB – FOLLOWING SUBMISSION OF YOUR NVB1 PLEASE REMEMBER TO CHECK YOUR EMAIL ACCOUNT AND SPAM FOLDER AS THE NVB EMAIL CONTAINING A LINK TO YOUR ON-LINE GARDA VETTING APPLICATION WILL BE SENT TO YOU HERE. PLEASE ENSURE TO COMPLETE AND SUBMIT THIS APPLICATION.**

### **WARNING**

**FAILURE TO COMPLETE THIS FORM CORRECTLY MAY DELAY YOUR COLLEGE REGISTRATION/APPOINTMENT AND WHERE APPLICABLE MAY RESULT IN PLACEMENTS BEING POSTPONED. THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS COMPLETED, SIGNED AND SUPPORTED BY THE CORRECT DOCUMENTATION.**

### **ATTACHED:**

- Photographic ID (e.g. Passport/Driving Licence – certified copy)
- Second form of ID (e.g. Birth Certificate/Public Services card/Social services card/medical Card – certified copy).
- PARENT/GUARDIAN CONSENT FORM
- Other



## PARENT/GUARDIAN CONSENT FORM (NVB 3)

### Applicant Details

Forename(s):																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		

### Parent/Guardian Details

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.

Forename(s):																												
Surname:																												
Relationship to applicant:															Father:		Mother:		Guardian:									
Address:																												
Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

PARENT/GUARDIAN EMAIL ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN TELEPHONE NUMBER: \_\_\_\_\_

### Parent/Guardian Consent

**DATA PROTECTION NOTICE**

Personal data, including sensitive personal data, collected as part of this application, will be processed for the purposes of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC's Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian  
Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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