



Student Garda Vetting
c/o DIT Admissions Office
Room: RD002
Rathdown House
Grangegorman
Dublin 7
E: studentvetting@dit.ie

DIT STUDENT GARDA VETTING



	CHECK LIST	TICK
Mandatory	GUIDELINES FOR COMPLETING THE VETTING INVITATION FORM NVB1 <ul style="list-style-type: none"> - Read and understand 	
Mandatory	FORM NVB1 – VETTING INVITATION Complete form ensuring all information is complete. <ul style="list-style-type: none"> - Ensure you sign and date it - Ensure you tick both boxes 	
Mandatory	THE 100 POINT CHECK – VERIFICATION OF IDENTITY <ul style="list-style-type: none"> - Complete the checklist ensuring it totals 100 or more - Attach to your application copies of your selected ID 	
Optional	FORM NVB3 – PARENT / GUARDIAN CONSENT <ul style="list-style-type: none"> - Required if the applicant is <u>UNDER 18 YEARS OF AGE</u> - Attach to your application 	
Post / Deliver	The original application must be submitted to: Student Garda Vetting c/o DIT Admissions Office Room: RD002 Rathdown House Grangegorman Dublin 7	
E-Invitation	Once your application has been processed, you will receive an e-invitation (to your DIT student email) from An Garda Síochána asking you to make an online application.	



For DIT staff or students being PAID by DIT please contact HR.

GUIDELINES

Please read before completing the NVB1 Form.

FORM NVB1

- **INCOMPLETE / ILLEGIBLE / INCORRECT APPLICATIONS WILL NOT BE PROCESSED.** Applicants may be asked to resubmit a new NVB1 form and **should expect substantial delay.**
- **The onus is on the student to complete the form correctly.**
- The Admissions 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 Admissions Office is not responsible for any errors on the online invitation as a result of illegible / incorrect information.
- The form should be completed in ball point pen.
- Insert details for each field, allowing one block letter / number / symbol per box.
- Ensure you enter your course code.
- The “Current Address” means the address you are now living at.
- The address fields should be completed in full, including Eircode / Postcode. No abbreviations please.
- The role being applied for must be clearly stated e.g. Social Care Student, Student Optometrist, etc. Generic terms such as “volunteer” or “student” will not suffice.
- Declaration of Application - The applicant must confirm their understanding and acceptance of the three statements by signing and dating the application form in Section 2 and must tick both boxes. **Applications received with unticked boxes will automatically not be processed.**

THE 100 POINT CHECK

- All applicants will be required to provide documents to validate their identity. These supporting documents must accompany the completed NVB1 Form.
- Do not send original documents (eg passports, etc) as we cannot be held responsible for the delivery and safekeeping of these valuable documents.
- A photograph is not a valid form of ID. We will only accept the documents listed in the 100 Point Check.
- Expired documentation will not be accepted as verification of identity.

FORM NVB3 – PARENT / GUARDIAN CONSENT

- Required if the applicant is under 18 years of age.

POST / DELIVER

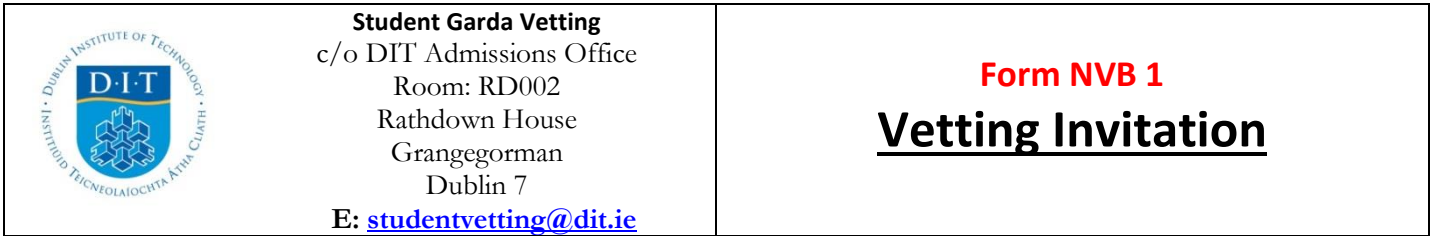
- Photocopied / faxed / emailed/ photographed copies of the completed NVB1 (NBV3 if applicable) form(s) will not be accepted. Original signature(s) are required.

E-INVITATION

- The invitation to complete the online Garda Vetting application will be sent to the applicants DIT student email address only. **THE INVITATION WILL EXPIRE AFTER 30 DAYS.** Failure to respond to the invitation will result in a considerable delay processing the application again. The onus is on the student to check their DIT email (including their junk / spam folders) for the invitation.

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- FURTHER INFORMATION**
- FAQ's on the National Vetting Bureau (NVB) go to <https://vetting.garda.ie/Help/FAQ>
 - Garda Vetting will not be processed during July to early September due to the high offer season in the Admissions Office. Applicants should expect delays due to the subsequent backlog.



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:	D	T	
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[illegible][illegible][illegible]

Date Of Birth:

DIT Student Email Address:									@	m	y	d	i	t	.	i	e
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[illegible][illegible]

Current Address: _____

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

Name of organisation: Dublin Institute of Technology (DIT)

SECTION 2 – Additional Information


x

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.

D	D	/	M	M	/	Y	Y	Y	Y
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Applicant's Signature: _____

Date: _____

 <p style="text-align: center;">Student Garda Vetting</p> <p style="text-align: center;">c/o DIT Admissions Office Room: RD002 Rathdown House Grangegorman Dublin 7 E: studentvetting@dit.ie</p>	<p>THE 100 POINT CHECK – VERIFICATION OF IDENTITY</p> <p>NAME: _____</p> <p>PROGRAMME CODE: DT _____</p>
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THE 100 POINT CHECK

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


Any combination must be equal to or exceed 100 points.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Students under 16 years (any one of the following)		
• Birth certificate	100	

<ul style="list-style-type: none"> • Passport 	100	
<ul style="list-style-type: none"> • Written statement by a principal confirming attendance at educational institution on a letter head of that institution 	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> • Passport 	100	

TOTAL POINTS:- _____

Total must be 100 Points or over

<div data-bbox="118 537 290 573">  </div> <div data-bbox="376 537 767 573"> <h2 data-bbox="376 537 767 548">Student Garda Vetting</h2> <p data-bbox="376 551 767 573"> c/o DIT Admissions Office Room: RD002 Rathdown House Grangegorman Dublin 7 E: studentvetting@dit.ie </p> </div>	<div data-bbox="868 537 1445 573"> <p data-bbox="1013 537 1302 548">IF THE APPLICANT IS</p> <p data-bbox="940 551 1374 562"><u>UNDER 18 YEARS OF AGE</u></p> <p data-bbox="810 566 1503 577">A COMPLETED FORM NVB 3 – PARENT / GUARDIAN CONSENT WILL BE REQUIRED</p> </div>
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Form NVB 3

PARENT / GUARDIAN CONSENT FORM

Students Details

Forename(s):																																
Middle Name:																																
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.

[illegible]

Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:

[illegible]

Parent / Guardian Consent

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 (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent / Guardian Signature: _____

D	D	/	M	M	/	Y	Y	Y	Y
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Date: