**An Garda Síochána**

**Form NVB 1(a)**

****

**NEW E-VETTING FORMS FOR SERVICE PERSONNEL WORKING ON GARDA CONTRACTS**

All vetting carried out from 25/08/2016 will be though the e-Vetting. Beneath is the Vetting Invitation Form (NVB 1a) that all contracted service personnel must complete to facilitate vetting of service personnel.

Please read the guidelines carefully before completed the NVB 1a form and ensure that the relevant identification documents are attached.

**Form NVB 1(a)**

**GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB 1A)**

Please read the following guidelines before completing this form. Incomplete forms will be returned delaying the process.

**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. See details attached at Appendix 1

If the applicant is under 18 years of age, a completed NVB 3(a) - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1(a) form.

**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. **ROLE APPLIED FOR**

The role being applied for must be clearly stated. This will be the service contracted to be provided.

**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

**COMPANY’S VERIFICATION OF DOCUMENTATION**

The Contracted Company must verify the identification documentation by signing the application form at Section 3 and ticking box provided. A copy of the identification documentation and the original completed NVB 1(a) form must be forwarded to the address beneath.

Once that is done an invitation to the e-vetting website will then be sent to the applicant Email address. The applicant must complete the vetting application on line. **Invitation to complete a e-vetting application on line expires after 30 days so it is essential that they are completed as a matter of urgency**. If not completed in the time allow the whole process has to commence again from the beginning. It is the company’s responsibility to ensure this process is completed by their employees. **Hard copy of NVB 1(a) form are destroyed after 30 days in accordance with GDPR.**

**COMPLETED FORMS SHOULD BE POSTED BY THE COMPANY TO:**

**Tender Office (Vetting Section)**

**Procurement Section,**

**Garda Headquarters,**

**Phoenix Park, Dublin 8**

**Garda Procurement Office**

**Tendering Section (Vetting Unit), Garda Headquarters,**

**Phoenix Park,**

**Dublin 8**

Teileafón/Tel: (01) 6662187 / 6662144

Ríomh-phoist:/Email -

finance.vetting.@garda.ie

**SECTIO N 1 – PERSO NAL INFO RMATIO N**

**An Garda Síochána Form NVB 1(a)**

| **This is for Official Vetting Unit use only** | |
| --- | --- |
| **Our Ref: T.069/2017** | |
|  | **TVN** |
| **Companies Name** | |
| **TRANSLATION.IE** | |

**VETTING INVITATIO N**

**Forename(s): Middle Name: Surname:**

**Date Of Birth: Email Address:**

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**Contact Number:**

**Role Being Vetted For:Current Address:**

**Line 1:**

**Line 2:**

**Line 3:**

**Line 4:**

**Line 5:**

**Eircode/Postcode:**

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**SECTION 2 – ADDITIONAL INFORMATION**

**Name of Company contracted to provide the Service to An Garda Síochána**

| **TRANSLATION.IE** |
| --- |

I confirm that I have provided documentation to validate my identity as required *and*

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

information in Ireland or elsewhere as the case may be. Please tick box

**Applicant’s**

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| **D** | **D** |
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| **M** | **M** |
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| **Y** | **Y** | **Y** | **Y** |
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**Signature: Date: / /**

**SECTIO N 3 – CO MPANIES VERIFICATIO N O F IDENTIFICATIO N DO CUMENTS**

I confirm that the attached identification documentation was presented by the person named above as proof of identity Please

tick box

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**Signed on behalf of Company Date**

**Form NVB 1(a)**

APPENDIX 1

**E Vetting identification document**

At least two forms of identification must be produced to validate the identity of the applicant when completing the application. One of these must be photographic. There is a points system for the verification of identity where 100 points must be reached. Different forms of identification are weighted with a sliding scale of points as set out in table beneath.

**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**

**LETTER FROM EMPLOYER** (WITHIN LAST TWO YEARS)

∙ Confirming name and address **35 National age card** (issued by An Garda Síochána) **25**

**Must total 100 points for identification**