



Guidelines for completing Garda Vetting Invitation Form (NVB 1a)

Please read the following guidelines before completing this form.

General

The form must be completed in full using **BLOCK CAPITALS**, writing must be clear and legible and it must be signed by the applicant.

All fields marked * are mandatory fields and must be completed by the Applicant.

All Applicants **must** provide documents to validate their identity (see below).

Personal Details

Insert details for each field, allowing one character 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.

The “Current Address” refers to the address you reside at now.

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 boxes provided. This form along with the required proof of identification documentation should be emailed to fitnessandprobity@centralbank.ie.

Proof of identification documentation required

Accepted forms of identity are as follows and you must submit both:

1. A certified copy¹ of your current passport or Driving Licence/ New Learner Permit (new credit card format only) **and**
2. Original letter/document confirming proof of address. The proof of address can be a Utility Bill (e.g. gas, electricity, television, broadband) and must be less than 6 months old. Online bills are acceptable. Mobile phone bills are not acceptable.

IMPORTANT: Failure to submit the form correctly or failure to submit the required documents may result in the rejection of your Garda vetting form and Individual Questionnaire application.

¹ A ‘certified copy’ is a photocopy of the original document certified as being a true copy by a competent authority (that is, signed by a lawyer, Commissioner for Oaths, medical doctor, justice of the peace, university administrator, local law enforcement officer e.g. Garda Síochána, etc.).

