



## Garda Vetting Checklist – NVB1 Form (e-vetting)

|  | Tick<br>Box |
|--|-------------|
| <p><b>Have you access to a personal email account?</b><br/>You must have access to a personal email account to complete this form, if you do not please contact your parish office you will advise you.</p>  |             |
| <p><b>Have you specified the “Role Being Vetted For”?</b><br/>This must describe the position you are being vetted for. For example, youth group leader, eucharistic minister, altar server co-ordinator, sacristan, sacramental co-ordinator etc.</p>   |             |
| <p><b>Have you inserted the “Name of Organisation”?</b><br/>This is normally the parish or Diocese.<br/>For example, a sacristan would insert his/her parish name while a priest would insert Kildare &amp; Leighlin Diocese.</p>  |             |
| <p><b>Have you read the paragraph and ticked the box above the signature space towards the bottom of the page?</b><br/>If this box is not ticked the form will be returned to you.</p>   |             |
| <p><b>Have you included 2 valid forms of ID?</b><br/>Photo ID with your date of birth - most commonly included is a photocopy of your passport or drivers licence.<br/>Address verification - most commonly included is a photocopy of a utility bill or head of bank statement.<br/>If you are unable to provide these please refer to the 100 point checklist and gather the necessary documentation to reach a score of at least 100.</p> |             |
| <p><b>Have you signed and dated the form?</b><br/>If the form is not signed and dated it will be returned to you.</p>  |             |

Please forward the NVB1 form along with 2 valid forms of ID to:

Bishops House,  
Old Dublin Road,  
Carlow.

**Please note:** Bishops House deal with vetting forms from **PARISHES ONLY** – parish staff, volunteers, eucharistic ministers, sacristans, clergy etc. Bishops House does not deal with vetting for schools.

If you require vetting for work or volunteering (school secretary or caretaker, SNA, work experience, etc) in a **school**, you **MUST** send the NVB1 form along with 2 valid forms of ID to:

Br Camillus Regan  
CPSMA  
10 Hawthorn Drive



Diocese of Kildare and Leighlin  
Safeguarding Office



Tullow  
Co Carlow.