



## Garda Vetting Checklist – NVB2 Form (long form)

	Tick Box
<p><b>Have you included ALL addresses from birth to the present time?</b> If a period of time is omitted the form will be returned to you.</p>	
<p><b>Have you completed Section 3 – Self Disclosed Criminal Record? A box <i>MUST</i> be ticked.</b> If you tick “Yes” then you must supply information as required.</p>	
<p><b>Have you specified the “Role Being Vetted For”?</b> This must describe the position you are being vetted for. For example; priest, youth group leader, eucharistic minister, altar server co-ordinator, sacristan, sacramental co-ordinator etc.</p>	
<p><b>Have you ticked YES at “Is the application submitted on behalf of an Affiliate Organisation”?</b> The Affiliate Organisation is the Parish or Diocese Name. For example, a sacristan would insert his/her parish name while a priest would insert Kildare &amp; Leighlin Diocese.</p>	
<p><b>Have you included 2 valid forms of ID?</b> Photo ID with your date of birth - most commonly included is a photocopy of your passport or drivers licence (must be in date). Address verification - most commonly included is a photocopy of a utility bill or head of bank statement (must be dated within the last 6 months). 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 read the Declaration and ticked the box in Section 5 and also signed and dated the form?</b> If the box is unticked and the form is not signed and dated it will be returned to you.</p>	

Please forward the NVB2 form along with 2 valid forms of ID to:

Bishops House,  
Old Dublin Road,  
Carlow.

**Please note** that 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 NVB2 form along with 2 valid forms of ID to:

Br Camillus Regan  
CPSMA  
10 Hawthorn Drive  
Tullow  
Co Carlow.

**PLEASE NOTE - INCOMPLETE FORMS AND FORMS WITHOUT VALID ID CANNOT BE PROCESSED**