

SOCIAL CARE VETTING INVITATION FORM

- TU791/TU991 – Blanchardstown
- TU996 Social Care - Grangegorman
- TU997 -Tallaght

**STUDENT GARDA
 VETTING
 TU Dublin**

	APPLICANT CHECK LIST	TICK
Mandatory	GUIDELINES FOR COMPLETING THE VETTING INVITATION FORM NVB1 & NVB3 <ul style="list-style-type: none"> - Read and understand 	✓
Mandatory	VETTING INVITATION FORM Complete form ensuring all following information is complete: <ul style="list-style-type: none"> - Input correct role title/ check role is correct - Ensure you sign and date form correctly - Ensure you tick consent box - Name & address MUST MATCH supporting documentation 	✓
Mandatory	VERIFICATION OF IDENTITY <ul style="list-style-type: none"> - Group 1 - Validation of Identity - One Document Required - Group 2 - Validation of Address - One Document Required - Original identity documents must be presented to designated staff member for verification on submission of application 	✓
Optional	FORM NVB3 – PARENT / GUARDIAN CONSENT <ul style="list-style-type: none"> - Required if the applicant is <u>UNDER 18 YEARS OF AGE</u> - Parent/Guardian is to complete NVB3 and attach to your application. Valid email address required. 	✗
Application Validation - Mandatory	Identity Document Validation Form It is a <u>legal requirement</u> that all vetting invitation forms and supporting documents are validated <u>in person</u> by a staff member of TU Dublin. Student will be notified of scheduled Vetting Workshops or advised of the nominated person(s) to present their application. <ul style="list-style-type: none"> - Student presents the Vetting Invitation Form, original ID documents, photocopies, and a blank Document Validation Form to the staff member. - Staff will check the application against the agreed checklist. <ul style="list-style-type: none"> – If incorrect or documents missing: returned to student. – If correct: marked validated and approved for e-Vetting. 	✓
E-Invitation	Once your paper application has been validated and processed, you will receive an e-invitation to your TU Dublin student email account from An Garda Síochána to complete application. Link expires after 30 days.	

Guidelines for completing Vetting Invitation Form (NVB 1/3)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The applicant's signature must be a wet ink signature.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - 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 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 Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

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.

An invitation to the e-vetting website will then be sent to your Email address from evetting.donotreply@garda.ie.

The **Identity Document Validation Form** section of this form must be completed by the person validating your identity and proof of address documents from the organisation listed in Section 2.

Further Information

FAQ's on the National Vetting Bureau (NVB) go to <https://vetting.garda.ie/Help/FAQ>

Student Vetting Office Contact Details

Vetting queries may be directed to StudentVetting@tudublin@tudublin.ie.

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Vetting Invitation Form (NVB 1)

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:	T	U	9	9	1	/	Y	E	A	R	2										
Forename(s):	L	A	J	R	E	N															
Middle Name(s):	J	A	N	E																	
Surname:	O	'	S	U	L	L	I	V	A	N											
Date of Birth:	0	4	/	0	5	/	1	9	8	8											
Email Address:	A	0	0	1	2	3	4	5	6	@	M	Y	T	U	D	U	B	L	I	N	.IE
Contact Number:	0	8	5		0	0	0		1	1	1										
Role Being Vetted For:	Student Volunteer working with children																				

Current Address:

Line 1:	A	D	D	R	E	S	S		L	I	N	E	1										
Line 2:	A	D	D	R	E	S	S		L	I	N	E	2										
Line 3:	A	D	D	R	E	S	S		L	I	N	E	3										
Line 4:	C	I	T	Y	/				C	O	U	N	T	Y									
Line 5:																							
Eircode/Postcode:	D	1	5		X	1	X	0															

SECTION 2 – Additional Information

Name of organisation:

Technological University Dublin

I have provided documentation to validate my identity as required *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.



Please tick box, to confirm I have read above declaration.

Applicant's

Signature:

Lauren O'Sullivan

Date: 21 / 09 / 2025

Identity Verification – Accepted Documentation Table

Below schedule lists the only documents accepted by Garda National Vetting Bureau (GNVB) for identity validation. Other documents submitted in error will be shredded.

(Applicants Over 18)

Category	Group One – Photo Identification
	<ul style="list-style-type: none"> Irish Driving License or Learner Permit (credit card format) Valid Passport from country of citizenship ✓ Irish Certificate of Naturalisation National Identity Card (EU/EEA/Swiss Citizens)
Category	Group Two – Current Proof of address (Max. 6 months old)
<i>Printed, online statements are accepted. Financial information may be redacted/cropped but company header, applicant name, address and date must be visible</i>	
Credit Institutions*	<ul style="list-style-type: none"> Bank Statement from a recognized bank (not private money lenders or Revolut) Building Society Statement Credit Union Statement Credit Union Passbook
Utility Providers	<ul style="list-style-type: none"> Utility Bills (gas, electricity, television, broadband, waste and TV license – issued within 6 months. <u>Car Insurance Not Accepted.</u> ✓)
Government Bodies/SUSI	<ul style="list-style-type: none"> Correspondence from one of the 18 government departments* Letter from Student Universal Support Ireland (SUSI) on headed paper
Local Authorities	<ul style="list-style-type: none"> Letter from Local Council confirming residency

(Applicants Under 18)

Only in circumstances where an applicant under the age of 18 **does not have the documentation** outlined in the accepted documents table will the following be accepted — one of which must be the birth certificate.

Identification
<ul style="list-style-type: none"> Birth Certificate Passport from country of citizenship Written statement by a school principal confirming attendance (on school letterhead)

*<https://www.gov.ie/en/department-of-the-taoiseach/services/list-of-government-departments/>

TU DUBLIN NVB 1 Identity Document Validation Form

Section 1: Photographic ID

- Is the photographic document, being relied upon, current and not expired? ☒ Yes ☐ No
- Is the photograph on the document a true likeness for the vetting subject? ☒ Yes ☐ No
- Is the photograph of high quality and clear? ☒ Yes ☐ No
- Is the date of birth on the document matching the date provided on the NVB 1 Form? ☒ Yes ☐ No
- Is the name on the document exactly matching the name provided on the NVB 1 Form? ☒ Yes ☐ No

Section 2: Proof of Address

- Is the address document dated within six months of the consent date? ☒ Yes ☐ No
- Is the address on the proof of address document matching the address provided on the NVB 1 Form? ☒ Yes ☐ No
- Is the vetting subject's name included on the proof of address document? ☒ Yes ☐ No
- Is the document acceptable as proof of address document, as per Identity Document Schedule? ☒ Yes ☐ No

Section 3: NVB1 Form

- Is the NVB 1 form dated and signed by the vetting subject? ☒ Yes ☐ No
- Is the role accepted to be relevant work or activity? ☒ Yes ☐ No
- Is the Consent Box ticked? ☒ Yes ☐ No

Section 4: Document Confirmation

I have physically seen and retained a copy of the following documents: (Please check all that apply)

- completed NVB 1 Form (original) ☒ Yes ☐ No
- Photographic ID ☒ Passport ☒ Driving License ☐ National ID Card ☐ ☒ Yes ☐ No
- Document Reference No. 023145890
- Proof of address ☒ Yes ☐ No

If you have answered No to any of the above questions the vetting subject has not met the criteria to continue with the vetting process

Section 5: Validator Information -

Validator's Name (PRINT NAME):

JOE SMITH

Validator's Signature:

[Signature]

Date of Validation:

21/09/2025

ÉIRE / IRELAND / IRLANDE
PAS / PASSPORT / PASSEPORT

An tAontas Eorpach
European Union



EXONER / TYPE / TYPE IRL / COUNTRY / PAYS
IP IRL

NUMBER / CARTE / NUMERO / NUMBER OF CARD
D23145890

SURNAME / NOM
O'SULLIVAN

FORENAME / PRÉNOM / FIRSTNAME
LAUREN

NATIONALITY / NATIONALITÉ / NATIONALITE

ÉIREANNACH/IRISH

DATE OF BIRTH / DATE DE NAISSANCE
04 BEA/MAY 1988

SEX / SEXE / SEXE

PLACE OF BIRTH / LIEU DE NAISSANCE
F BAILE ÁTHA CLIATH/DUBLIN

DATE OF ISSUE / DATE DE DÉLIVRANCE
10 MFÓ/SEP 2013

DATE OF EXPIRATION / DATE D'EXPIRATION
09 MFÓ/SEP 2023

SIGNATURE / SIGNATURE / SIGNATURE

Óifig na bPasáin
Baile Átha Cliath

Passport Office, Dublin



SIGNATURE / SIGNATURE

DUBLIN
ELECTRIC
INC.



DATE
19.09.2025

INVOICE NO
#123456

INVOICE TO
Lauren O'Sullivan
Address Line 1
Address Line 2
Address Line 3
Eircode D15 X1X0

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Product	Electricity Q1.	0.00	0.00
Product	Electricity Q2.	0.00	0.00

Subtotal	0.00
VAT	0.00
Total	0.00