



Guidelines for completing Vetting Invitation Form (NVB 1)

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 applicants signature must be a wet ink signature.

Photocopies will not be accepted.

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

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.

Accepted Documentation Table:

Two documents must be submitted, one to support identification and one to support proof of address.

CATEGORY	DOCUMENT TYPE
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address (within last 6 months)
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement, Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

Role Being Vetted For

The role being applied for has been pre-filled for you.

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



Form NVB 1

Your Ref (if applicable):

Vetting Invitation

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.

Forename(s):																											
Middle Name(s):																											
Surname:																											
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																	
Email Address:																											
Contact Number:																											
Role Being Vetted For:	M	A	T	H	S		T	U	T	O	R		P	A	R	T		1		S	E	C	T	I			
	I	O	N		5																						
Current Address:																											
Line 1:																											
Line 2:																											
Line 3:																											
Line 4:																											
Line 5:																											
Eircode/Postcode:																											

Section 2 – Additional Information

Name Of Organisation: **SOCIETY OF ACTUARIES IN IRELAND**

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.

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

Applicant's

Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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