

eVetting Application Pack

CDYSB guidelines (effective June 2018) for completing the:

CDYSB eVetting Invitation Form (CDYSB-NVB1-v1806) &

CDYSB Vetting Application Declaration Form (CDYSB-VAD1-v1806)

Please read these guidelines carefully BEFORE completing the enclosed Forms

- You must be at least 18 years of age on the date you complete an eVetting Invitation Form. CDYSB does not vet applicants under the age of 18 years.
- You should review this vetting pack in full before attempting to complete any of the forms enclosed.
- Before you complete the CDYSB eVetting Invitation Form (CDYSB-NVB1-v1806), please review the guidelines below and the sample provided.
- Before completing the CDYSB Vetting Application Declaration Form (CDYSB-VAD1-v1806), please review the sample provided.
- The forms must be completed in black or blue ball point pen. You must use BLOCK CAPITALS when completing both forms (except for your signature) and your writing must be clear and legible. If any section of either form is illegible, it will be returned to you unprocessed.
- Photocopies or emailed scans of completed forms will not be accepted under any circumstances.
- You must complete both the CDYSB eVetting Invitation Form (CDYSB-NVB1-v1806) and the CDYSB Vetting Application Declaration Form (CDYSB-VAD1-v1806) in full and not leave any part of these forms blank. If any section of either form is not completed as required, it will be returned to you unprocessed.
- On the CDYSB eVetting Invitation Form, insert details for each field, allowing for one block letter per box or one digit per box. You should also allow one digit per box for your contact number.
- Please fill in your Email Address, allowing one character/symbol per box. Your invitation/access to the e-vetting website to complete your online application will be sent to this Email Address.
- When completing the question 'Role Being Vetted for' on the CDYSB eVetting Invitation Form and the question 'Please specify the position you are being vetted for' on the CDYSB Vetting Application Declaration Form please use a position from the CDYSB 'Relevant Work Positions' List (v1806) provided. You must also ensure that the answer is consistent on both forms.
- The Current Address means the address you are now living at. When entering your address; do not use abbreviations such as Rd., Ave, Cres. Always ensure you spell out the address in full e.g. Road, Avenue, Crescent etc.
- You must provide the seven digit Eircode for your current address. It can be found at www.eircode.ie
- On the CDYSB eVetting Invitation Form, you must confirm your consent to this application by signing the eVetting Invitation Form at Section 2 'Applicant's Signature' and tick the box provided. Remember to tick the box and enter the date on which you are completing the form. If you do not enter your

signature, fail to tick the box or do not enter the correct date as required, the application will be returned to you unprocessed.

- When completing the 'Vetting Applicant's Verification of Information' section on the CDYSB Vetting Application Declaration Form, please ensure the information is exactly the same as the information entered on the CDYSB eVetting Invitation Form. If there are any inconsistencies, the full application will be returned to you unprocessed.
- Please review the confirmation list under the 'Vetting Applicant's Declaration of Understanding' section on the Vetting Application Declaration Form and sign and date the declaration of confirmation.
- Please review the conditions under which your data is retained under the 'Vetting Applicant's Data Consent' on the CDYSB Vetting Application Declaration Form.
- If you consent for your data to be retained by CDYSB under these conditions, you must tick the relevant box for yes and sign and date the consent. If you do not enter your signature, fail to tick the box or do not enter the correct date as required, the application will be returned to you unprocessed.
- If you do not consent for your data to be retained by CDYSB under these conditions and tick the box for no, CDYSB will not process your application and the application will be returned to you in full.
- Do not write in the section 'Vetting Nominated Person's Declaration' on the Vetting Application Declaration Form. This section is completed by your Project's/Group's Vetting Nominated Person.
- If you require assistance in completing or understanding the forms, please speak to your Project's /Group's Vetting Nominated Person (VNP).
- Return the completed CDYSB eVetting Invitation Form together with a completed CDYSB Vetting Application Declaration Form directly to your Project's/Group's VNP and not to CDYSB. Your Project's/Group's VNP will sign the Vetting Application Declaration Form before they send it to CDYSB.
- When returning your forms to the Project's/Group's VNP please bring the appropriate original documentation (for copying in black & white only) to validate your identity and current home address, as indicated in the Identity and Current Address Validation Checklist (CDYSB-VAD2-v1806).
- Once the Project's/Group's VNP has validated your identity, they will forward your completed Vetting Invitation Form and Vetting Application Declaration Form to CDYSB.

Please remember: If the forms are not completed correctly or your identity is not sufficiently verified, your eVetting Invitation Form may be returned to you for further completion/verification. This can significantly delay the NVB Garda Vetting process and your appointment in the relevant organisation.

CDYSB guidelines (effective June 2018) for completing the:

National Vetting Bureau Online eVetting Application Process

- On receipt of both your CDYSB eVetting Invitation Form and CDYSB Vetting Application Declaration Form and once satisfied your identity has been appropriately established, CDYSB will ensure you are sent an email from the eVetting system with a link attached at the earliest opportunity. The link will invite you to complete a Vetting Application Form online to finalise the application process. Please keep an eye out for the invitation as it will expire in 30 days if not completed in full by you.
- When you access the link, you will be directed to the 'Complete Application' page of the National Vetting Bureau (NVB) website. If you have any difficulties with the link, please email CDYSB at vetting@cdysb.cdetb.ie and NOT the NVB.
- The online application **MUST** be completed in a single sitting. You cannot part save an application. You do however have one hour to complete each screen.
- To begin your application, you will need the Application ID which is emailed to the email address you originally provided on the CDYSB eVetting Invitation Form and your Date of Birth.
- **BEFORE YOU START** the online application process, you will need the following information to hand:
 - Your full name(s) and any other name you go by or have gone by in the past.
 - All addresses you have lived at from birth including any addresses outside of Ireland.
 - Your passport number if applicable. If you have provided a copy of your passport to validate your identity, you must enter the passport number during the online process.
 - You must also have the full minimum six digit postcodes for all Northern Ireland addresses you resided at. Applications entered on line **without these Northern Irish postcodes will be invalid and rejected** and you will be required to complete the whole online process again.
 - Details of any convictions or cases pending, including convictions or cases pending outside the state.
- Before you enter details of any convictions on line, you should review the documents 'NVB Act Non Self Disclosure Requirements v1806' and 'NVB Act Specified Information v1806' attached. If you do have a case pending, you must answer yes to the question 'Have you any convictions in Ireland or elsewhere?' in 'Section 3 - Self Disclosed Criminal Record' and specify 'pending'.
- A detailed user guide for completing the online application process can be found by clicking on 'User Guide' under the 'Help' section in the left hand tool bar of the 'Complete Application' page of the National Vetting Bureau website. This is the page you are directed to when you follow your eVetting invitation email link.
- Once you have completed the Vetting Application Form online, it is reviewed by the CDYSB Vetting Liaison and then submitted by CDYSB to the NVB at the earliest opportunity. You will receive a confirmation email advising when the application has been forwarded to the NVB
- The NVB will process the application and return a 'vetting disclosure' to CDYSB at the earliest opportunity. You will receive an email advising when CDYSB has received your disclosure. Please remember that all information returned to CDYSB from the NVB is referred to as a disclosure. It does not necessarily mean the disclosure outlines a 'conviction(s)'.
- CDYSB will disclose your vetting information to the relevant project/group in due course and the project/group will advise you of the decision they have made in relation to your application.

Vetting Application Declaration Form (CDYSB - VAD1- v1806)

This form **must** be completed in block capitals and returned with your fully completed NVB Vetting Invitation Form

Vetting Applicant's Verification of Information

This section must be completed by the Vetting Applicant in clear block capitals.

Applicant's Name: PATRICK JOHN MICHAEL O'BRIEN

Date of Birth: 20/06/1982 Contact Telephone No: 0874321100

Email Address: PATJOHNS @ MYMAIL.COM.

Current Address: 70 MOREHAMPTON ROAD, DOWNYBROOK,
DUBLIN 4. Eircode: D04X797

Please specify the position* you are being vetted for: VOLUNTEER YOUTH ACTIVITY WORKER

(* In consultation with the project's/club's Vetting Nominated Person, please review the CDYSB 'Relevant Work Positions' List (v1806) and indicate one of the positions provided)

Vetting Applicant's Declaration of Understanding



This section must be reviewed and completed by the Vetting Applicant.

I confirm that:

- I have read and understand the procedures and guidelines for completing the NVB vetting application process as provided by CDYSB.
- I have received a full vetting application pack (including explanatory notes on 'Specified Information' and 'not required to be disclosed offences' under Section 14A of the NVB Act 2012 - 2016).
- I have reviewed the eVetting Invitation Form (v1806) with the Project's/Club's Vetting Nominated Person.
- The documentation provided by me for the purposes of verification of my identity and current address is Bona Fide documentation.
- I have completed the eVetting Invitation Form in full and I agree to the disclosure of information by the NVB to the Vetting Liaison in CDYSB and the organisation named by me in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806) pursuant to Section 13(4)(e) of the NVB Act 2012 - 2016.
- I understand it is a criminal offence to make a false statement for the purpose of obtaining a vetting disclosure and confirm that the information provided by me is true and correct.

Vetting Applicant's Signature: Patrick O'Brien

Date: 13/08/2018

Vetting Applicant's Data Consent

This section must be reviewed and completed by the Vetting Applicant.

In its role as Vetting Liaison, CDYSB is legally obliged to collect your personal data for the specific and legitimate purposes of validating and processing your vetting application to the National Vetting Bureau of An Garda Síochána (NVB). Your data will be used for this purpose only and will not be used for any other purpose or process.

Your data is securely retained in CDYSB in both electronic/digital and paper format. Access to this data is carefully controlled and restricted to relevant CDYSB staff involved in the CDYSB Garda vetting process. The data you provide during your online application is forwarded and disclosed by CDYSB to the NVB. The detail and/or a copy of the data you provide for the purpose of Identity and Current Address Validation and the eVetting Invitation Form will be disclosed to the NVB should they make such a request.

Your data (for this and any other vetting application) will be retained until such a time as CDYSB is advised in writing by the organisation named by you in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806), that you no longer retain a position in the organisation. On receipt of this confirmation, your data as retained in CDYSB will be securely erased and destroyed within 90 days (or as soon as is practically possible thereafter). You may also directly request that your personal data as retained by CDYSB for purpose of this application be erased. On validation of your identity, CDYSB will notify the organisation named by you in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806) of your request and advise them that your vetting disclosure is no longer valid.

Thereafter, your data as retained in CDYSB will be securely erased and destroyed within 90 days (or as soon as is practically possible thereafter).

CONSENT:

Do you consent for your personal data as provided to CDYSB for the purposes of this application, to be retained in accordance with the conditions outlined above? Please tick the box as appropriate and sign below.

REMEMBER BOX TO TICK -> Yes No

Vetting Applicant's Signature: _____

Patrick O'Keefe

Date: _____

13/06/2018

SAMPLE

Vetting Nominated Person's Declaration

This section must be completed by the Project's/Club's Vetting Nominated Person.

Project/Club Name: COMPLETED BY PROJECT'S/CLUB'S V.N.P. ONLY

As the Vetting Nominated Person for the named Project/Club I confirm that:

- The Vetting Applicant was interviewed for the position on (specify date): AS ABOVE
- The Vetting Applicant received a full vetting application pack (including explanatory notes on 'Specified Information' and 'not required to be disclosed offences' under Section 14A of the NVB Act 2012 - 2016).
- I have reviewed the eVetting Invitation Form (v1806) with the Vetting Applicant.
- I have validated the Vetting Applicant's identity and current address with the least amount of documentation required in accordance with the Identity and Current Address Validation Checklist (CDYSB - VAD2 - v1806) a copy of which is attached. I have also attached, stamped, signed and dated, black & white copies of the original documentation I reviewed for this purpose.

Vetting Nominated Person's Name (Block Capitals): AS ABOVE

Vetting Nominated Person's Signature: AS ABOVE

Date: AS ABOVE

COMPLETED BY PROJECT'S/GROUP'S V.N.P ONLY.

City of Dublin Youth Service Board
Identity and Current Address Validation Checklist



(CDYSB - VAD2- v1806)

This section **must** only be completed by the Project/Club Vetting Nominated Person

Important Note: The combination of documents used to establish identity must establish the applicant's current home address (in the case of a student this can be the family home) and include a photograph of the applicant.

Documentation used to validate applicant's identity:	Score	Tick
Irish driving licence or learner permit in credit card format only	80	<input checked="" type="checkbox"/>
Irish Public Services Card	80	<input type="checkbox"/>
Passport (from country of citizenship)	70	<input type="checkbox"/>
Irish certificate of naturalisation	50	<input type="checkbox"/>
Original Birth Certificate	50	<input type="checkbox"/>
Garda National Immigration Bureau (GNIB) card	50	<input type="checkbox"/>
National Identity Card for EU/EEA/Swiss citizens	50	<input type="checkbox"/>
Irish driving licence or learner permit in old paper format	40	<input type="checkbox"/>
Employment ID card issued by employer with name and photo	35	<input type="checkbox"/>
Letter from employer within the last two years confirming name and address	35	<input type="checkbox"/>
P60, P45, or Payslip with home address	35	<input type="checkbox"/>
Utility bill e.g. gas, electricity, television, broadband, not more than 6 months old (Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	<input type="checkbox"/>
Public services card/social services card/medical card without a photograph	25	<input type="checkbox"/>
Public services card/social services card/medical card with a photograph	40	<input type="checkbox"/>
Bank/Building Society/Credit Union/Mortgage statement	35	<input type="checkbox"/>
Credit/debit cards/passbooks (only one per institution)	25	<input checked="" type="checkbox"/>
National age card (issued by An Garda Síochána)	25	<input type="checkbox"/>
Membership card of a club, union or trade/professional body, education institution	25	<input type="checkbox"/>
Correspondence from an educational institution /SUSI/CAO (issued in the last 12 months)	20	<input type="checkbox"/>
Correspondence from an insurance company regarding an active policy (issued in the last 12 months)	20	<input type="checkbox"/>
Correspondence from a bank/credit union or government body or state agency (issued in the last 12 months)	20	<input type="checkbox"/>
Total (must equal to or exceed 100 points by the minimum amount possible)	105	<input type="checkbox"/>

If you have any queries on completing the 'Identity and Current Validation Checklist', please email your query to CDYSB's Vetting Liaison Officer at: vetting@cdysb.cdetb.ie

‘Relevant Work Positions’ List (v1806)

When completing the question ‘Role Being Vetted For’ on the eVetting Invitation Form (CDYSB-NVB1-v1806) and the question ‘Please specify the position* you are being for’ on the CDYSB Vetting Application Declaration Form (CDYSB-VAD1-v1806), please use a term from the following list. If you wish to enter a role on both forms that is not already listed below, please contact CDYSB’s Vetting Liaison Officer in advance by emailing: vetting@cdysb.cdetb.ie

Relevant work in youth projects/services includes but is not exclusive to:

- Youth Worker or Youth Activity Worker
- ‘Volunteer’ Youth Worker or Youth Activity Worker
- Community Employment Youth Activity Worker
- Project Worker with young people
- Youth Sport Coach or Youth Sport Mentor or Youth Sport Instructor (specify the sport)
- Youth Arts Tutor or Youth Arts Instructor or Youth Arts Teacher
- Youth Music Tutor or Youth Music Instructor or Youth Music Teacher
- Education Support Tutor or Education Support Mentor or Education Support Teacher
- After-schools / breakfast club Project Worker
- Youth Project Leader or Youth Project Manager or Youth Service Manager
- Youth Project Bus drivers
- Administrator based in a youth centre
- Cleaner or Maintenance Person or Porter working in a youth centre
- Contracted specialist staff for a youth programme
- Volunteer Board Member or Director or Committee Member of a youth project or youth group

Relevant work in childcare projects/services includes but is not exclusive to:

- Crèche Worker or Childcare Worker
- Community Employment Crèche Worker or Childcare Worker
- Montessori Teacher

Individuals listed below are required to be vetted by their own organisation:

- Shared programme staff from a bona fide organisation e.g. Dublin City Council or another youth project
 - Your youth project/service should receive a letter of confirmation from that organisation confirming in writing that the specified staff member(s) meets vetting requirements.
 - This process does not facilitate the transfer of staff from one organisation to another.
- Students on placement from a bona fide college
 - Your youth project/service should receive a letter of confirmation from that organisation confirming in writing that the student meets vetting requirements.
 - This process does not facilitate a student remaining in your organisation on completion of their placement.

**National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 -
'Not obliged to self-disclose' (v 1806)**

During the online eVetting application process, in 'Section 3 - Self Disclosed Criminal Record', you will be asked to enter Yes or No to the question 'Have you any convictions in Ireland or elsewhere?' When answering this question, a person shall not be obliged to provide details of any convictions to which Section 14A of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 applies. Section 14A applies to -

- (1) a conviction by the **District Court** of a person in respect of an offence where the following conditions are met in respect of the conviction:
 - a) the person to whom the conviction relates shall be a natural person and shall have attained the age of 18 years at the date of the commission of the offence;
 - b) the offence shall not be an excluded offence;
 - c) **not less than 7 years has passed since the effective date of conviction;**
 - d) the person shall have served or otherwise undergone or complied with any sentence imposed, or order made by the court in respect of the conviction concerned.
- (2) Subject to subsection (4), this section shall apply in respect of one single conviction only and where a person has more than one conviction this section shall not apply to that person.
- (3) Where in any proceedings before a court, a person is convicted of 2 or more offences which are committed simultaneously or arise from the same incident, and the court in passing sentence, imposes more than one sentence in respect of those offences, the convictions imposed shall be regarded as one single conviction.
- (4) Subsection (2) shall not apply to a conviction imposed on a person in respect of an offence
 - a) under the Road Traffic Acts 1961 to 2014, other than section 53 (2) [Death or Serious Injury] of the Road Traffic Act 1961,
 - b) under section 37A of the Intoxicating Liquor Act 1988 ,
 - c) under the following sections of the Criminal Justice (Public Order) Act 1994:

Section 4	(Intoxication)
Section 5	(Disorderly conduct)
Section 6	(Threatening, abusive or insulting behaviour)
Section 7	(Distribution or display of material which is offensive)
Section 8	(Failure to comply with direction of Garda)
Section 9	(Wilful obstruction)
- (5) In this section 'excluded offence' means
 - a) an offence specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, or
 - b) an offence specified in Part 1 or 2 of Schedule 1 of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

If you have further queries on 'Not obliged to self-disclose' convictions please email your query to CDYSB's Vetting Liaison Officer at: vetting@cdysb.cdetb.ie

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 - 'Specified Information' (v 1806)

What is 'Specified Information'?

Specified information in relation to a person who is the subject of an application for a vetting disclosure, means information concerning a finding or allegation of harm to another person received by the National Vetting Bureau (NVB) from An Garda Síochána or a Scheduled Organisation pursuant to Section 19 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

It is information that is considered to reasonably give rise to a bona fide concern that the vetting subject may:

- i. harm any child or vulnerable person;
- ii. cause any child or vulnerable person to be harmed;
- iii. put any child or vulnerable person at risk of harm;
- iv. attempt to harm any child or vulnerable person, or;
- v. incite another person to harm any child or vulnerable person.

Notification of a determination

Under Section 15 of the Act, if specified information is to be disclosed to a relevant organisation the Chief Bureau Officer must, in advance, notify the vetting subject of the intention to disclose the information.

The vetting subject will be notified directly by the Chief Bureau Officer that he/she is considering disclosure of the information and the Chief Bureau Officer will provide a summary in writing of the specified information and inform the vetting subject that he or she may make a written submission in relation to the specified information.

On receiving this notification the vetting subject may make a submission in writing to the Chief Bureau Officer concerning the information, not later than 14 days, from the date of notification, or a longer period if the Chief Bureau Officer specifies.

When the Chief Bureau Officer is making a determination as to whether the specified information should be disclosed, he or she must reasonably believe that the information is of such a nature as to give rise to a bona fide concern that the vetting subject may harm, attempt to harm or put at risk of harm, a child or vulnerable person and must be satisfied that the disclosure of this information is necessary, proportionate and reasonable in the circumstances for the protection of children or vulnerable persons.

Making a determination

In making a determination, the Chief Bureau Officer must take a number of matters into account, including the relevance of the type of work concerned, and the rights of the applicant. Section 15 (4) (a) - (g) of the Act outlines the areas the Chief Bureau Officer shall have regard to in making a determination.

City of Dublin Youth Service Board

Garda Vetting



The Chief Bureau Officer can make any further enquiries necessary from An Garda Síochána or a Scheduled Organisation, to assist in making a determination.

When the Chief Bureau Officer has made a determination that specified information should be disclosed, he or she shall:

- i. notify the vetting subject in writing of the determination and the reasons for it;
- ii. provide a copy of the specified information proposed to be disclosed;
- iii. notify the vetting subject of the intention to disclose the specified information to a vetting liaison person for the relevant organisation concerned after the expiry of 14 days;
- iv. inform the vetting subject that he or she may appeal the determination to an appeals officer not later than 14 days, or such longer period as the appeals officer may determine, after the date of the notification is sent to the vetting subject.

It is important to note that the NVB will not make any disclosure in relation to the vetting subject until the 14 days allowed for the making of an appeal has elapsed, or where an appeal is lodged, until the determination or withdrawal of the appeal.

Schedule of organisations required to notify 'Specified Information to the NVB

- The Health Service Executive
- The Teaching Council
- The Medical Council
- The Nursing and Midwifery Board of Ireland
- The Dental Council
- The Health and Social Care Professionals Council
- The Mental Health Commission
- The Pharmaceutical Society of Ireland
- The Pre-Hospital Emergency Care Council
- The Health Information and Quality Authority
- The National Transport Authority
- The Garda Síochána Ombudsman Commission

If you have any further queries on 'Specified Information', please email your query to CDYSB's Vetting Liaison Officer at: vetting@cdysb.cdetb.ie



Office Use Only

Office Use Only

eVetting Invitation Form

Section 1 – Personal Information

Please note: 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:											
Surname:											
Date Of Birth:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td> <td style="width: 20px;">D</td> <td style="width: 20px;">/</td> <td style="width: 20px;">M</td> <td style="width: 20px;">M</td> <td style="width: 20px;">/</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
**Email Address:											
Contact Number:											
*Role Being Vetted For:											
(*See Relevant List)											
Current Address:											
Line 1:											
Line 2:											
Line 3:											
Line 4:											
Line 5:											
**Eircode:											

** You must provide a clear Email address and the 7 digit Eircode for your current home address.

Section 2 – Additional Information

Name Of Organisation:

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 CDYSB Liaison Person and the above named organisation pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

* Please tick box:

Applicant's Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Note: you must complete this form in block capitals (except signature) and return it to your Project's/Group's Vetting Nominated Person (VNP). They will forward it to CDYSB. In due course, an invitation to the e-vetting website to complete your online application will be sent to the Email address provided by you above.

Vetting Application Declaration Form (CDYSB - VAD1- v1806)

This form **must** be completed in block capitals and returned with your fully completed NVB Vetting Invitation Form

Vetting Applicant's Verification of Information

This section must be completed by the Vetting Applicant in clear block capitals.

Applicant's Name: _____

Date of Birth: _____ Contact Telephone No: _____

Email Address: _____

Current Address: _____

_____ Eircode: _____

Please specify the position* you are being vetted for: _____

(* In consultation with the project's/club's Vetting Nominated Person, please review the CDYSB 'Relevant Work Positions' List (v1806) and indicate one of the positions provided)

Vetting Applicant's Declaration of Understanding

This section must be reviewed and completed by the Vetting Applicant.

I confirm that:

- I have read and understand the procedures and guidelines for completing the NVB vetting application process as provided by CDYSB.
- I have received a full vetting application pack (including explanatory notes on 'Specified Information' and 'not required to be disclosed offences' under Section 14A of the NVB Act 2012 - 2016).
- I have reviewed the eVetting Invitation Form (v1806) with the Project's/Club's Vetting Nominated Person.
- The documentation provided by me for the purposes of verification of my identity and current address is Bona Fide documentation.
- I have completed the eVetting Invitation Form in full and I agree to the disclosure of information by the NVB to the Vetting Liaison in CDYSB and the organisation named by me in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806) pursuant to Section 13(4)(e) of the NVB Act 2012 - 2016.
- I understand it is a criminal offence to make a false statement for the purpose of obtaining a vetting disclosure and confirm that the information provided by me is true and correct.

Vetting Applicant's Signature: _____

Date: _____

Vetting Applicant's Data Consent

This section must be reviewed and completed by the Vetting Applicant.

In its role as Vetting Liaison, CDYSB is legally obliged to collect your personal data for the specific and legitimate purposes of validating and processing your vetting application to the National Vetting Bureau of An Garda Síochána (NVB). Your data will be used for this purpose only and will not be used for any other purpose or process.

Your data is securely retained in CDYSB in both electronic/digital and paper format. Access to this data is carefully controlled and restricted to relevant CDYSB staff involved in the CDYSB Garda vetting process. The data you provide during your online application is forwarded and disclosed by CDYSB to the NVB. The detail and/or a copy of the data you provide for the purpose of Identity and Current Address Validation and the eVetting Invitation Form will be disclosed to the NVB should they make such a request.

Your data (for this and any other vetting application) will be retained until such a time as CDYSB is advised in writing by the organisation named by you in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806), that you no longer retain a position in the organisation. On receipt of this confirmation, your data as retained in CDYSB will be securely erased and destroyed within 90 days (or as soon as is practically possible thereafter). You may also directly request that your personal data as retained by CDYSB for purpose of this application be erased. On validation of your identity, CDYSB will notify the organisation named by you in Section 2 of the eVetting Invitation Form (CDYSB-NVB1-v1806) of your request and advise them that your vetting disclosure is no longer valid. Thereafter, your data as retained in CDYSB will be securely erased and destroyed within 90 days (or as soon as is practically possible thereafter).

CONSENT:

Do you consent for your personal data as provided to CDYSB for the purposes of this application, to be retained in accordance with the conditions outlined above? Please tick the box as appropriate and sign below.

Yes No

Vetting Applicant's Signature: _____

Date: _____

Vetting Nominated Person's Declaration

This section must be completed by the Project's/Club's Vetting Nominated Person.

Project/Club Name: _____

As the Vetting Nominated Person for the named Project/Club I confirm that:

- The Vetting Applicant was interviewed for the position on (specify date): _____
- The Vetting Applicant received a full vetting application pack (including explanatory notes on 'Specified Information' and 'not required to be disclosed offences' under Section 14A of the NVB Act 2012 - 2016).
- I have reviewed the eVetting Invitation Form (v1806) with the Vetting Applicant.
- I have validated the Vetting Applicant's identity and current address with the least amount of documentation required in accordance with the Identity and Current Address Validation Checklist (CDYSB - VAD2 - v1806) a copy of which is attached. I have also attached, stamped, signed and dated, black & white copies of the original documentation I reviewed for this purpose.

Vetting Nominated Person's Name (Block Capitals): _____

Vetting Nominated Person's Signature: _____

Date: _____

City of Dublin Youth Service Board

Identity and Current Address Validation Checklist

(CDYSB - VAD2- v1806)



This section **must** only be completed by the Project/Club Vetting Nominated Person

Important Note: The combination of documents used to establish identity must establish the applicant's current home address (in the case of a student this can be the family home) and include a photograph of the applicant.

Documentation used to validate applicant's identity:	Score	Tick
Irish driving licence or learner permit in credit card format only	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Original Birth Certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit in old paper format	40	
Employment ID card issued by employer with name and photo	35	
Letter from employer within the last two years confirming name and address	35	
P60, P45, or Payslip with home address	35	
Utility bill e.g. gas, electricity, television, broadband, not more than 6 months old (Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card without a photograph	25	
Public services card/social services card/medical card with a photograph	40	
Bank/Building Society/Credit Union/Mortgage statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card of a club, union or trade/professional body, education institution	25	
Correspondence from an educational institution /SUSI/CAO (issued in the last 12 months)	20	
Correspondence from an insurance company regarding an active policy (issued in the last 12 months)	20	
Correspondence from a bank/credit union or government body or state agency (issued in the last 12 months)	20	
Total (must equal to or exceed 100 points by the minimum amount possible)		

If you have any queries on completing the 'Identity and Current Validation Checklist', please email your query to CDYSB's Vetting Liaison Officer at: vetting@cdysb.cdetb.ie