





**Note:** Please return this form to [gardavetting.midwest@tus.ie](mailto:gardavetting.midwest@tus.ie) via a valid student email address. The application will not be processed from external email addresses. An invitation to the e-vetting website will then be sent to the email address provided.

The form must be completed in full using **BLOCK CAPITALS**.

**All data should be clear and legible. Applicant must include a student email address I.E no personal emails**

- **The NVBI Form must be accompanied by** a copy of a valid Identification and Evidence of current address. **(Please see list of acceptable documents on next page)**
- If the applicant is under 18 years of age, Parent\Guardian Consent Form will be required. Therefore, in any case correspondence relating to any Garda Vetting application an applicant must provide their Parent/Guardian email address.
- The Garda Vetting officer will contact the applicant directly in relation to all disclosures.

Please check the student email inbox of the address provided, once the Garda Vetting application has been processed by the Institute, an email from The National Vetting Bureau will be sent to the student email address containing a link to complete the process. **This must be completed within 30 days or the link will expire.** If an applicant does not complete this step the applicant will have to restart process again, which may result in prolonged delays to the vetting process and work placement start date.

**NB – FOLLOWING SUBMISSION OF A NVBI FORM PLEASE REMEMBER TO CHECK THE STUDENT EMAIL ACCOUNT AND SPAM FOLDER AS THE NVB EMAIL CONTAINING A LINK TO AN ON-LINE GARDA VETTING APPLICATION WILL BE SENT TO THIS ADDRESS PROVIDED.**

**Important Note**

**THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS FULLY COMPLETED, SIGNED AND SUPPORTED BY THE CORRECT DOCUMENTATION. PLEASE ENSURE THE INFORMATION PROVIDED IS ACCURATE AND TRUTHFUL, FAILURE TO DISCLOSE THE TRUTH MAY AFFECT THE GARDA VETTING PROCESS AND PLACEMENT.**



## CHECKLIST

1. Completed NVB 1 Form
2. Valid Identification (See Below Point System)
3. Evidence of current address. Must be dated within 6 months. (See below Point System)
4. The name on the Photo ID and Proof of Address match
5. The name on your Photo ID & Proof of Address also match what is outlined on your NVB 1 Form

The Garda National Vetting Bureau is aware that establishing identity can be difficult for some people. In order to assist individuals and relevant organisations as they endeavour to establish the identity of vetting applicants, the following **100 point check** is a personal identification system which may be utilised by individuals and relevant organisations to verify identity for Vetting purposes.

When conducting Garda Vetting, we require vetting subjects **to present Identification & Proof of Address totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.**

### **Valid Forms of Identification & Proof of Address Point System**

- Irish Driving Licence or Learner Permit (New credit card format) **80 Points**
- Irish Public Services Card **80 Points**
- Passport from country of citizenship **70 Points**
- Irish Certificate of Naturalisation (Along with some form of photo ID & POA) **50 Points**
- Birth Certificate (Along with some form of photo ID & POA) **50 Points**
- Garda National Immigration Bureau (GNIB Card) **50 Points**
- National Identity Card for EU/EEA/Swiss Citizens **50 Points**
- Irish Driving Licence or Learner Permit (old paper format) **40 Points**
- Employment ID (ID Card Issued by Employer with name and address) **35 Points**
- Letter from Employer (within last 6 months) confirming name & address **35 Points**
- P60, P45, Tax Credit Certificate or Payslip (with home address) **35 Points**
- Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills/statements from store cards/catalogue companies are not acceptable) **35 Points**
- Social Services/Medical Card (with photograph) **40 Points**
- Bank/Building Society/Credit Union Statement **35 Points**
- National Age Card (issued by An Garda Síochána) **25 Points**
- Correspondence from an Educational Institution/SUSI/CAO e.g. College Letter **20 Points**
- Correspondence from an Insurance Company regarding an active policy **20 Points**
- Correspondence from a Bank/Credit Union or Government Body or State Agency **20 Points**

#### **Children under 18 Years (any one of the following)**

- Birth Certificate **100 Points**
- Passport **100 Points**  
**Recent arrival in Ireland (less than 6 weeks)**
- Passport **100 Points**

#### **Vetting Subject is unable to achieve 100 points\*\***

- Affidavit witnessed by a Commissioner for Oaths **100 Points**