



Lions Clubs International

District 133 Ireland

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 legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity. The details of the proof of identity are discussed in Section 3 of this 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 “Lions Volunteer” will not suffice. The District 133 Vetting Implementation Guide provides information on the circumstances when vetting clearance may be required for club services.

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. It is necessary to provide consent to the disclosure of information by the National Vetting Bureau to the Lions National Liaison Officer

Proof of Identity

The applicant is required to provide 2 proofs of identity –both the originals and copies. The copies are held on file by the club vetting officer. Information on the suggested Proofs of Identity is shown in **[Section 3]**

Return Form to:
 Lions Clubs District 133
 Mr Gerry Redmond
 Ballycarney
 Green Road
 Carlow R93 Y9T0



Lions Clubs International

District 133 Ireland Vetting Invitation ROI (NVB1)

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:																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		
Email Address:																												
Contact Number:																												
Role Being Vetted For:																												
Current Address:																												
Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

Section 2 – Additional Information

Signature of Club Vetting Officer	Print name of Club Vetting Officer
Club Name	

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 Lions National Liaison Officer 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
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M	M
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Y	Y	Y	Y
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Return this form to Mr Gerry Redmond. An invitation to the e-vetting website will be sent to applicant's e-mail.

Return Form to
Lions Clubs District 133
Mr Gerry Redmond
Ballycarney
Green Road
Carlow R93 Y9T0



Lions Clubs International

District 133 Ireland

Vetting Invitation ROI (NVB1)

Section 3 – Proof of Identity

The person applying for Vetting must provide at least two forms of identification to enable the Lions Club Vetting Officer or Club President to validate the identity of the applicant when completing the application form. One of the proofs should be photographic and the other should show confirmation of the name and address. For the Lions Clubs District 133 it is proposed that the two forms of identity will be:

- Current Passport –which provides a photograph and
- A current utility bill or heading of bank statement showing the address. [Current is defined as previous 6 months.]

Both the actual passport and the original of the utility bill or bank statement must be shown to the Club Vetting Officer together with a copy of both. The photocopies will be dated and the Club Vetting officer will confirm sight of the originals. The photocopies are held on file by the Club Vetting Officer –attached to this section [Section 3] of Vetting Invitation Form NVB1. This file must be available for inspection on request of District Vetting Liaison Officer, District Governor Team or Zone Chair.

Name of Lions Club: _____

Name of applicant for Vetting: _____

E-mail of Applicant for Vetting: _____

Name of Lions Vetting Officer: _____

Date of Application: _____

When completed, Sections 1 and 2 of Form NVB1 will be posted by the Club Vetting Officer to LNLO, Gerry Redmond and Section 3 will be retained by the Club Vetting officer together with the photocopies of the two proofs of identity and also photocopies of Section 1 and 2 of form NVB 1.