

NATIONAL SPIRITUAL ASSEMBLY OF THE BAHÁ'ÍS OF IRELAND
GARDA VETTING INVITER FORM

SECTION 1: PERSONAL INFORMATION

UNDER SEC 26 (B) OF THE NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERONS) ACT 2012, IT IS AN OFFENCE TO MAKE A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING A VETTING DISCLOSURE.

Forename:																								
Middle Name:																								
Surname:																								
Date of Birth:	D	D	/	M	M	/	Y	Y	Y	Y														
Email Address:																								
Contact Number:																								

Current Address:

Line 1																								
Line 2																								
Line 3																								
Line 4																								
County																								
Country																	Post Code/ Eircode							

SECTION 2 - ORGANISATION & ROLE

Organization you are being vetted for:	N	S	A	o	f	t	h	e	B	A	H	A	'	S	o	f	I	R	E	L	A	N	D	
Job/Volunteer Role being vetted for:	C	H	I	L	D	R	E	N	/	Y	O	U	T	H	T	U	T	O	R					

I have provided documentation to validate my identity as required and I consent to making this application in accordance with Section 13 (4)(e) National Vetting Bureau (Children and Vulnerable persons) Act 2012
I am aware that an invitation to the online vetting website will issue to my email address and that I must act on it within 30 days.

Applicants Signature:

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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SECTION 3 – ID DOCUMENT VERIFICATION (OFFICER OF THE LOCAL SPIRITUAL ASSEMBLY)

- PROOF OF ADDRESS MATCHES ADDRESS ENTERED ON THE INVITER FORM**
- SIGNATURE ON INVITER FORM MATCHES THE SIGNATURE ON THE PHOTO ID**
- THE PHOTOGRAPH ON THE PHOTO ID MATCHES THE APPLICANT WHOM I MET**

LSA / GROUP AREA / CLUSTER			
OFFICER'S NAME		SIGNATURE And DATE:	<hr style="border-top: 1px dashed black;"/> DD/MM/YYYY

NOTE: ALL SECTIONS HAVE TO BE FILLED OUT

Guidance Notes for Bahá'í Garda Vetting Application Process

The process for obtaining Garda Vetting for those working with children and junior youth is as follows:

1. Each individual wishing to be vetted applies to the Garda Vetting Officer by email request to: gardavetting@bahai.ie
2. The Garda Vetting Officer will email the Inviter Form and other information to the applicant.
3. The applicant fills out their Garda vetting Inviter form. **Note: This form must be signed and dated by the applicant.**
4. The applicant is then requested to present **two original identity documents*** with copies for verification to the **Local Spiritual Assembly** where the individual is going to provide the service of working with children and youth.
5. When the ID has been verified as belonging to the applicant, the secretary or other officer of the assembly will sign the applicant's Garda Vetting Inviter Form and confirm the authenticity of the applicant identity documents. **The copies of the IDs being submitted must be signed and dated by the secretary or officer also.**
6. The applicant will then forward **by post** the **Inviter Form** and the **signed and dated copies of the two identification documents** to the Garda Vetting Officer:
Finbar Loftus, 55 Thorndale, Letterkenny, Co. Donegal, Ireland F92K 49K
7. The details submitted on the Vetting Inviter Form are then forwarded electronically by the Garda Vetting officer to the designated centre to be processed on our behalf.
8. The applicant will then receive an email (to the email address provided on the Vetting Inviter Form) inviting them to complete the on-line e-vetting **form NVB-2**. a link to which will be provided.
Note: This email invitation is valid for 30 days and will automatically expire after this time.
9. Those aged between 16 and 18 applying for vetting must also submit a **parental permission** form. In this case the email address for the parent/guardian must also be provided.
10. Applications and ID of isolated believers and overseas will be processed by the Garda Vetting Officer only.

* **Proof of Identity**

Two items of identification are required one of which must include:

1. Photographic evidence such as a passport, driving licence.
2. A **recent** utility bill with name and current address of applicant, e.g. gas, electricity, television, broadband, or bank statement, or employment ID from employer (with name and address).
3. Please note that a **Social Services Card is not acceptable as an ID**