



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 Form should be completed in ball point pen.

Identification

All applicants will be required to provide documents to validate their identity. 2 forms of ID will be required, at least one with photo ID. See example list of approved forms of ID below:

- **Irish driving licence or learner permit**
- **Irish Public Services Card**
- **Passport** (from country of citizenship)
- **Irish certificate of naturalisation**
- **Birth certificate**
- **Garda national immigration bureau (GNIB) Card**
- **National Identity Card** for EU/EEA/Swiss citizens
- **Employment ID issued by Employer**
- **Letter from Employer** (within last 2 years, confirming name & address)
- **P60, P45 or Payslip**
- **Utility Bill bill e.g. gas, electricity, television, broadband** (within 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)
- **Bank/Building Society/Credit Union statement**
- **National age card** (issued by An Garda Siochana)

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 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.



Your Ref (if applicable):

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Form NVB 1

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:																												
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								
	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.

Please tick box

Applicant's
Signature:

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Note: Please return this form to the above named organisation.