

Step by step Guide

Please follow the step by step instruction below

1. Vetting officer within your organisation will invite the Vetting applicant to complete the white inviter form NVB1 (see attached) and you will verify the applicants identity and take copies of original documents produced. This paperwork is to kept securely by you at your organisation for the length of the vetting or the applicant leaves. **DO NOT SEND THIS TO CARLOW VOLUNTEER CENTRE.**

Affiliates may wish to use the Volunteer Ireland 100-point Identification Check as a guideline for verifying the identity of the Vetting Subject-(see attached).

Please note as per previous correspondence this step is a legal requirement since 29.04.16.

Where the Vetting Subject is between 16 -18 years a parental consent form (NVB 3) must be completed and signed by the Vetting applicant's parent or guardian. Parental consent forms are attached. For Vetting Subjects between 16 - 18 years the email address of a parent or guardian must be given. This document should be attached to NVB1 and kept by the Affiliate.

3. The Affiliate(you) will then complete the on line inviter form via link below - CVB1. This comes directly to Carlow Volunteer Centre.

<https://goo.gl/forms/Xig22JMa629qgWB42> - COPY AND PASTE LINK INTO TOOL BAR AND COMPLETE FOR EACH APPLICATION

Ensure role field is filled out concisely to describe the role being carried out by volunteer.

4. Carlow Volunteer Centre will create an e-vetting invitation using the data from this form and issue an invitation to the vetting applicant via an email link.

5. An electronic invitation via a secure email link will be issued to the vetting applicant and they are advised that they can track their own application. The Affiliate is also notified that the invitation has been issued.

NATIONAL VETTING BUREAU HAS ADVISED ANY NORTHERN IRELAND ADDRESSES MUST HAVE THE 7 DIGIT POSTCODE OR APPLICATION WILL BE RETURNED TO COMPLETE AGAIN.

6. Link remains active for 30 days only. A reminder email is sent to the affiliate if application not completed at 21 days. Please note incomplete applications will be charged at €5.00 each.

Please call me if you have any queries.