Guidelines for completion of the National Vetting Bureau Form
How to complete your Student Vetting

Why do I need to do this?

Trinity College has a responsibility to ensure appropriate checks have been carried out on all students who will come in to contact with Children and/or Vulnerable Adults. Vetting is carried out by the National Vetting Bureau (NVB).

Please note that you will not be permitted to begin your placement until your student vetting application is processed and approved in accordance with our Student Vetting policy.

What must I return?

1. Vetting Form NVB2
2. TCD_V1 Student Vetting Declaration
3. Two forms of Identification (ID)
   a. Photo ID and Date of Birth (must be passport or Driving Licence)
   b. Document showing your current (Irish) address
4. If you are under 18 years of age, you must complete form NVB3 – Parent/Guardian Consent Form to accompany your application to be vetted.
5. If you have lived outside Ireland for more than 6 months, since the age of 18, you must also provide Police Certificates for all such countries.

Where do I return it to?

Academic Registry, Watts Building, Trinity College, Dublin 2.

Is there help with filling in the forms?

The forms are reasonably straightforward but may take some time to complete. Incorrect or incomplete forms will significantly delay your application. We have some guidelines on the following pages to assist you if you need it.

What are the reference numbers at the top of form NVB2?

Fill in your TCD Student Number or Application Number in the “Your Ref No:” box

Leave the NVB Reference blank – this is for use by the NVB only

Tip:

It’s a good idea to keep a copy of your completed form. After you graduate, you will probably need to be vetted for employment, so if you have a lot of addresses, it’s useful to have a copy.
# Guidelines

**Vetting Form NVB2**

## General

- Use **BLOCK CAPITALS** and make sure your writing is clear and legible. You must use ball point pen to complete the form.
- Enter one letter/digit per box and leave an empty box between words.
- You must complete the **NVB2** Form in **full** – don’t leave anything blank. Put in **N/A** for any sections which don’t apply to you. Don’t use abbreviations.
- The NVB will not accept photocopies.

## Section 1: Personal Details

<table>
<thead>
<tr>
<th><strong>Passport No:</strong></th>
<th>Make sure to enter the number of your passport or <strong>N/A</strong> if you don’t have one</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mother’s Maiden Name:</strong></td>
<td>This is your mother’s surname as on her birth certificate.</td>
</tr>
<tr>
<td><strong>Current Address:</strong></td>
<td>This must be the Irish address at which you are now living.</td>
</tr>
<tr>
<td><strong>Eircode/Postcode:</strong></td>
<td>For Irish addresses enter the Eircode – if you don’t know this you can find it here <a href="https://finder.eircode.ie/">https://finder.eircode.ie/</a> For other countries, enter your postcode/ZIP code or equivalent.</td>
</tr>
<tr>
<td><strong>Also known as: Name/Alias</strong></td>
<td>If you sometimes use an alternative form of your name (e.g. a pet name or an Irish version of your name) enter it here. Otherwise enter <strong>N/A</strong>.</td>
</tr>
</tbody>
</table>

## Section 2: Addresses

- **Addresses**
  - Please enter all your previous addresses starting from birth, and finishing with the most recent before your current address (as entered in Section 1)
- **Dates of Addresses**
  - For the “Years From” and “Years To”, please specify the year (Note: if you have lived outside Ireland for more than 6 months since the age of 18 you must declare this on the TCD_V1 Declaration Form). **Make sure there are no time gaps between addresses.**
  - If you need more space for your addresses, tick the box at the end of the page and complete Section 6.

## Section 3: Self Disclosed Criminal Record

- Criminal record means a record of the person’s convictions whether within or outside the state or a record of any prosecutions pending against the person.
- You **must** declare all convictions/pending prosecutions (except “spent convictions” as defined by **section 14A of National Vetting Bureau Acts**).
- A conviction qualifies as a “spent conviction” in the following circumstances:
  1. All convictions in the District Court for Motoring offences which are more than 7 years old, subject to the proviso that spent convictions for dangerous driving are limited to a single conviction.
All convictions in the District Court for minor public order offences which are more than 7 years old;

Where a person has one, and only one, conviction (other than a motoring or public order offence) which resulted in a term of imprisonment of less than 12 months (or a fine) that conviction will also be spent after 7 years. This provision will apply to either a District Court or Circuit Court conviction.

Note: sexual offences or convictions in the central Criminal Court are not eligible to become spent convictions and must be disclosed.

Note: you must disclose all convictions and pending prosecutions that have occurred within the last 7 years as they cannot qualify as being “spent”, regardless of what type of offence they are.

If you are in any doubt about whether something should be included, it is safest to mention it as non-disclosure may impact the outcome.

<table>
<thead>
<tr>
<th>Section 4: Liaison Person</th>
<th>This section is not to be filled out by you – it is for Trinity College to complete before returning your completed form to the NVB.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5: Declaration of Consent</td>
<td>You must tick this to confirm your understanding and acceptance of the statement. Make sure you sign in your name as stated in Section 1.</td>
</tr>
</tbody>
</table>

**NVB3 Parent/Guardian Consent Form**

If you are under 18 years of age, your parent/guardian must complete form **NVB3** and you must return it with form **NVB2**.

<table>
<thead>
<tr>
<th>Applicant details</th>
<th>Your parent/guardian must fill in your name and date of birth.</th>
</tr>
</thead>
</table>
| Parent/Guardian details: | He/she must fill in his/her
  • Name
  • Relationship to you
  • Address |
| Parent/Guardian consent | Finally your parent/guardian must sign to say they consent to your being vetted. |

**TCD_V1 Student Vetting Declaration**

<table>
<thead>
<tr>
<th>Section A: Identification</th>
<th>Tick the two forms of ID you are presenting (see below for acceptable documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section B: Residence outside Ireland</td>
<td>Tick whether or not you have lived outside Ireland for more than 6 months since the age of 18, and list all countries in which you have lived with the dates for which you were there (e.g. April 2014-June 2015)</td>
</tr>
</tbody>
</table>
Section C: Sharing of Information

Give your consent for Trinity College to share your information as disclosed by the NVB, with the organisation(s) with which you will be working with children and/or vulnerable adults. If you do not consent, this may prevent you from going on placements and completing the programme.

Acceptable ID documents

You must provide us with certified copies of two forms of ID as follows: (NB do not send original documents)

1. **Photo ID**, either of the following:
   - ☑️ Passport
   - ☑️ Driving Licence

2. A **document showing your name and current Irish address** e.g. one of the following:
   - ☑️ CAO offer
   - ☑️ Bank statement
   - ☑️ Lease for rented accommodation
   - ☑️ Utility bill

Documents can be certified (i.e. stamped and signed) by any of the following
- Trinity College – Academic Registry (you can call in person with your original documents and they can be copied and the originals returned to you. Please see http://www.tcd.ie/academicregistry/service-desk/ for Student Desk Opening hours).
- A Garda Siochána/ Police Officer
- Practicing Chartered and Certified Public Accountants
- Notaries Public/Practising Solicitors
- Embassy/Consular Staff
- Regulated Financial or Credit Institute
- Justice of the Peace
- Commissioner of Oaths
- Medical doctor