



INSTRUCTIONS FOR COMPLETING VETTING INVITATION FORM

Section 1 – Personal Information

Please fill in ALL information clearly and legibly and in BLOCK CAPITALS

Email address must be legible as the second part of the garda vetting will be sent to you by e-vetting in an email.

If you are 16 or 17 years old, your parent/guardians email address and phone number must be entered in this section, not your own. They will also need to complete a consent form for you to be garda vetted. This is called NVB3 form and is downloadable from our website.

For North of Ireland applicant's postcode section MUST be filled in.

Section 2 – Additional Information

Please tick the consent box.

NEXT STEPS

Please bring your completed form into your parish priest or to your diocesan safeguarding office.

You will need to bring in 2 pieces of ID with you, one of which must have your current address on it. Examples are drivers license, passport, utility bill, etc. If possible, bring in a photocopy of these documents as well as the ORIGINAL. You MUST bring in the original even if you are bringing in a photocopy.

You must sign and date the form in the presence of the parish priest/safeguarding officer.

Parish priest/safeguarding officer will return the form to you once they have signed and dated it.

You must then post the form directly to – **Volunteer Team, World Meeting of Families 2018 Office, Holy Cross Diocesan Centre, Clonliffe Road, Dublin 3** to be processed.

Thank you!

INSTRUCTIONS FOR PARISH PRIEST/SAFEGUARDING OFFICER

Section 3 – Organisation Information

Please fill in the section for 'Safeguarding Office – Name, Organisation, Signature and Date.

Please DO NOT fill in WMOF2018 Volunteer Department or WMOF2018 Contact Person sections.

Please return form to volunteer once you have filled in this section and instruct them to post to WMOF2018 as detailed above

Thank you!

HELP

Please contact WMOF2018 Volunteer Services Team on 01 567 6800 or

volunteer@worldmeeting2018.ie if you have any questions



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.

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| Forename(s): | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle Name: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surname: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Of Birth: | D | D | / | M | M | / | Y | Y | Y | Y | | | | | | | | | | | | | | | | |
| *Email Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Number: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Role Being Vetted For: | V | O | L | U | N | T | E | E | R | | | | | | | | | | | | | | | | | |
| Current Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 1: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 2: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 3: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 4: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line 5: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eircode/Postcode: (Mandatory if from NI) | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section 2 – Additional Information

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:

Date: / /

Note: Please return this form to World Meeting of Families, Volunteer Department Office, Holy Cross College, Clonliffe Road, Dublin 3. An invitation to the e-vetting website will then be sent to your Email address.

Section 3 – Organisation Information

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

- 100 points checked
- 2 forms of identity have been photocopied.
- The photocopies have been signed and dated and are attached
- Form and photocopied proof of ID has been posted to Volunteer Services, World Meeting of Families 2018 Office, Holy Cross Diocesan Centre, Clonliffe Road, Dublin 3, Ireland. Please ensure that this is done weekly to prevent delays.

Safeguarding Office Witness Name (block): _____

Safeguarding Office Witness Organisation _____

Safeguarding Office Witness Signature: _____

Date _____

WMOF2018 Volunteer Department Signature: _____

Date: _____

The applicant has provided documentation to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 to the above named witness/to me.

WMOF2018 Contact Person Signature: _____

Date: _____

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Sincere thanks for helping with the garda vetting process for WMOF2018



We would like to thank you sincerely for taking the time to volunteer with World Meeting of Families 2018. This historic, once in a lifetime event would not be possible to run without the dedication and support of each and every one of our volunteers so thank you!

Please note - you MUST also have filled in the World Meeting of Families online application form in order to become a volunteer. If you have not already done this please do so as soon as possible at –

<http://www.worldmeeting2018.ie/en/Get-Involved/Volunteer>

For your garda vetting - the next step is as follows –

Within the next two weeks you will receive an email from the Gardaí. Please check your email regularly and fill the form in as soon as you can after you get it as will expire after 28 days and you would need to start the whole process again.

HELP

If you require any help with any of these steps or with filling in any of the online forms please contact the Volunteer Services Team on 01 567 6800.

Alternatively you can access help locally –

- Citizens Information (www.citizensinformation.ie)
- Your Local Library
- Email: volunteer@worldmeeting2018.ie

Please note that any queries related to the garda vetting process should be directed to the WMOF2018 Volunteer Services Team on 01 567 6800 or volunteer@worldmeeting2018.ie

Kind Regards,

Volunteer Services Team