

National Vetting Bureau Invitation Form

Edgehill House
9 Lennoxvale
Belfast
BT9 5BY

Dear Applicant,

Contained within this pack is all the information that you will need to undergo a vetting check through An Garda Síochána's National Vetting Bureau. The Methodist Church in Ireland's Safeguarding Officer will facilitate this check. Please see below for details on how to complete this form. There are two parts to this process: completion of these written forms and an on-line registration. Once you submit this paperwork, you will receive an email inviting you to complete the process on-line.

All relevant sections of this form must be completed before your application can be processed.

You must complete the form accurately, including having your identity verified by your Minister/ Designated Person and signing the document to give permission for the checks to commence. The following information is contained in this pack:

Page 1 – Information Sheet & Flowchart

This cover page outlines the process that the Methodist Church in Ireland will undertake on your behalf in compliance with the National Vetting Bureau.

Page 2 - Application Form, to be completed by the applicant

On page 2 of this document, you will find the invitation form that you will need to complete. The forms need to be legible for processing purposes.

Once you receive your application email from the National Vetting Bureau. This needs to be completed within 30 days, otherwise it will expire.

Page 3 - Identity Validation Form to be completed by the Designated Person/ Minister

Page 3 of this document is where the Designated Person or Minister signs to confirm that your ID is valid.

Page 4 - Identification Form

Page 4 of this document will give you a list of potential documents required so that you can have your identity verified.

Page 5 - Remote processing protocols

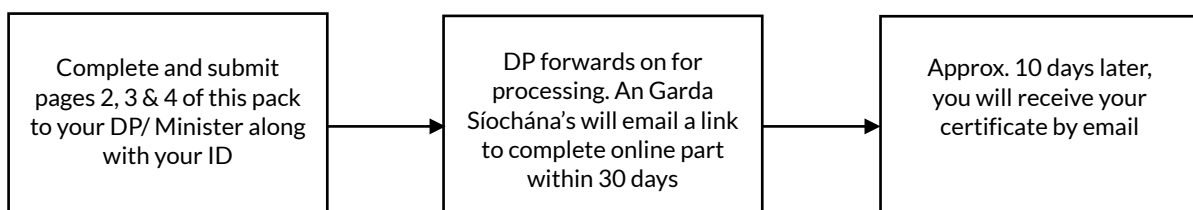
On page 5 you will find the established protocols for having ID verified via video call, rather than in person

Finally, **this pack should be returned centrally, along with copies of your ID.** This pack can be submitted electronically to vetting@irishmethodist.org, or by post at the address above.

Kind Regards,

Nicky Blair

This is the application process:



This page **does not** need be returned as part of the application pack



Identity Validation: TO BE COMPLETED BY DESIGNATED PERSON (DP)/ MINISTER

Documents should be produced in the name of the applicant as listed on the 100 point scheme on page 4. Enough supporting documentation should be produced to add up to 100 points or more. At least one of these documents should be photographic identification, one should contain current address and one with date of birth. Please note that some pieces of ID, for example Current Driving Licence, may have all of these requirements.

PLEASE TICK THE DOCUMENTS OF WHICH YOU HAVE SEEN THE ORIGINALS.

Please also be aware that the DP must have ID verified by the Minister and vice-versa. In terms of transparency and accountability, a DP or Minister cannot verify family members.

This page should be returned as part of the application pack

Applicant's Full Name, as listed on the original pieces of ID. Please note that all middle names must be stated.										
Applicant's Date of Birth (DD/MM/YYYY)			/			/				
Name of Church/ Organisation										
Applicant's role										
Was ID verified in-person or via video chat?	In-person					Via video-chat				
For the boxes below, please note that in each case, copies of the ID in question must be returned along with the rest of the application pack. If the answer is no in any of the boxes, the application cannot proceed.										
Has the applicant completed, signed and dated the pack, including having consented to all of the permissions on page 2?	Yes		No							
Has the applicant supplied copies of ID used to support this application?	Yes		No							
Has the applicant presented ID with a points score of 100+?	Yes		No							
Has the applicant supplied at least one item of ID with current address?	Yes		No							
Has the applicant supplied at least one item of ID with photographic ID?	Yes		No							
Has the applicant supplied at least one item of ID with date of birth?	Yes		No							
If the applicant is under the age of 18, has a parental permission form been completed, signed, dated and submitted?	Yes		No							
			N/A							
I confirm that the above named person is engaged in Relevant Activity, and therefore is eligible for a Garda Vetting Check.	Yes		No							
DP/ Minister Name										
DP/ Minister Signature										
Date of ID Check (DD/MM/YYYY)			/			/				



This page should be returned as part of the application pack

IDENTIFICATION DOCUMENTATION	SCORE	TICK
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/ EEA/Swiss Citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
ID card issued by employer (with name and address)	35	
ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/ social services card/ medical card		
With photograph	40	
Bank/ Building Society/ Credit Union statement		
Credit/ debit cards/ passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
Club, union or trade, professional bodies	25	
Educational institution	25	
Correspondence		
From an educational institution/ SUSI/ CAO	20	
From an insurance company regarding an active policy	20	
From a bank/ credit union or government body or state agency	20	
Children under 18 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrivals in Ireland (less than 6 weeks)		
• Passport	100	

Protocols for Remote ID Verification for Vetting Checks

The National Vetting Bureau have provision to allow their checks to go ahead, even during current restrictions. The process is thus:

1. The person verifying the ID (Designated Person (DP) or Minister) hosts a video call (Zoom, WhatsApp etc) with the applicant;
2. The applicant shows the DP/ Minister whichever ID documentation is being used to support the application;
3. The applicant then emails the DP/ Minister copies of these documents (scan or photograph) along with the completed paperwork. *(Please note that this pack can be completed electronically if that is the applicant's preferred choice, as long as it is emailed from the address used to initiate this vetting check);*
4. The DP/ Minister completes the paperwork. Please note that electronic signatures are permissible as long as the pack is sent from the DP/ Minister's email address. This pack is then emailed to vetting@irishmethodist.org
5. At the first session of volunteering, the applicant must bring the originals of the ID Documents to be verified in person by the DP/ Minister.

Policy Statements

All policies, statements and protocols are available on <http://www.irishmethodist.org/safeguarding/> unless otherwise stated. This website contains *Taking Care*, the Child Protection Manual for MCI, as well as other resources. These are also all available on request.

Recruitment of ex-offenders

MCI has a policy of the recruitment of ex-offenders. Please note that a criminal record will not necessarily be a bar to obtaining a position within MCI.

Disclosure of criminal records

MCI has a protocol for establishing suitability for leadership where a criminal record, non-court disposal or relevant An Garda Síochána information has been disclosed. Should an applicant wish to continue with an application, full details of every disclosure will be shared with the appropriate District Superintendent, Designated Person and Minister in the local context. Further information of this can be sought from the MCI Safeguarding Officer.

Use of Data

Under the NVB Guidelines, MCI are required to use your data to verify your identity. These documents will be used appropriately and kept safely & securely purely for the purposes of processing your application, in line with MCI's GDPR and Security Policies.

Security Policy

MCI has Secure Handling, Use, Storage and Retention of Disclosure information.

It is now a requirement that the Designated Person/ Minister takes copies of your ID validation documents which will be retained by MCI for a period of 90 days. These documents will be kept safely and securely, in line with MCI's Security Policy. MCI will retain a record of the completion of this vetting check indefinitely for future reference. This data can be accessed on request.

The applicant must complete the appropriate check box answers and sign the consent.