

GARDA VETTING INSTRUCTIONS

You are receiving this because you have volunteered to spend time with us at Camp Veritas, at Clongowes Wood College! **If you are receiving this email, it is because we need to do Kildare Garda Vetting for the first time, for a renewal, or there may have been an issue with last year's application process. Immediate action is required as time is of the essence.**

THIS EMAIL CONTAINS IMPORTANT UPDATED INFO ABOUT THE GARDA VETTING PROCESS! Please read it carefully.

Each and every volunteer must have garda vetting performed **prior** to working with our campers. All documents you'll need to start are attached. You do NOT need to cover the fee; Camp Veritas will do that for you.

Please complete the following checklist AS SOON AS POSSIBLE:

- Read all directions.
- Using a ball point pen and writing in block letters, complete Invitation Form as directed. **DON'T FORGET TO CHECK THE "TICK BOX" ABOVE THE SIGNATURE SECTION**, or the form will be returned.
- Write your email address VERY clearly!
- Collect and photocopy ID and Address Verification as per guidelines outlined here.
- Mail the ORIGINAL Form NVB 1 (or NVB3 if you are 17 at the time of application) and photocopies of ID to PAULINE SAVAGE (address below).
- Wait for application email from Garda Vetting Bureau and complete it within 30 days.

Please read the following directions CAREFULLY, and begin the process as soon as possible:

SPECIAL NOTES:

1. Please read the attached pdf with the instructions of the Kildare & Leighlin Diocese. We learned the hard way that the applications will not be processed unless each instruction is followed perfectly.

2. Then fill out the attached INVITATION FORM (Form NVB1 if 18 and older, Form NVB3 if you are 17 at the time of application) as directed (sections 1 and 2 only). Don't forget to tick the box above the signature! You MUST include a valid email where the vetting office can send you a link to the actual garda vetting application. For "Position" please put "Volunteer- Chaperone." You will need to write in block letters, sign that form in pen, read and comply with the proof of identity instructions (below), then post the original invitation form (NVB 1 if over 18 at the time of application, NVB 3 if 17) and photocopy of a proof of ID (per instructions) to the following address:

Pauline Savage
2 Ashdale

**Wheaton Hall
Drogheda, Co. Louth AE 92 YNE2
Ireland**

Proof of Identity Instructions: If you are over 18, at least two forms of ID must be produced to validate your identity. One of these should be photographic, if possible. There is a point system for verification in which 100 points must be reached. Different forms of ID are weighed with a sliding scale of points. Please see the attached scale for guidance in selecting your ID and send photocopies to the above address. **(Send copies of ID. Do NOT send original forms of ID).**

3. If you are currently 17 years old, you need to fill out the Parent Consent Form (NV 3 Parent form) even if you will be 18 before camp. If you are 17 at the time of application, please refer to the checklist for those under 18 at the time of application.

4. Within a few weeks, you should receive an email from the National Vetting Bureau with your online application form (NVB2). PLEASE COMPLETE THIS FORM IMMEDIATELY upon receiving the email, or it will become invalid and we have to start the entire process over again!

5. You will receive the "Safeguarding God's Children" course once you arrive on campus in June.

6. Please do not hesitate to email me at admin2@campveritas.com or call me at 001-484-320-7069 if you have any questions. Camp Veritas will pay the garda vetting fee for you, so you do not need to send that with your application.

Thank you so much for your willingness to bring the souls of the youth closer to Christ. We are looking forward to working with you in just a few short months!

In Christ,

Maggie Watkins