**Guidelines for Completing**

**Vetting Invitation Form (NVB 1) – overleaf**

*Please read the following guidelines before completing the form.*

# Miscellaneous

* The form must be completed in full in **BLOCK CAPITALS** and writing must be clear and legible.
* The form should be completed in ballpoint pen.
* Photocopies will not be accepted.
* All applicants will be required to provide documents to validate their identity.

*(If an applicant for Vetting is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will also be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant must provide their Parent/Guardian email address on the NVB 1 form.)*

For your own security, please do not post or email any form of ID to ALPS. ID will be requested at interview stage and is to be submitted by you in person only.

# Personal Details

* Insert details for each field, allowing one block letter per box.
* For Date of Birth field, allow one digit per box.
* Please fill in your email address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.
* Please allow one digit per box for your contact number.
* The Current Address means the address you are now living at.
* The address fields should be completed in full, including Postcode. No abbreviations.

# Role being Vetted for

Please do not complete the section ‘Role being Vetted for’. This needs to be very precise, so we will do it at ALPS office.

# Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the form ticking the box provided.