



## Anti-Money Laundering Compliance Unit

### **Guidelines for completing Vetting Invitation Form (NVB 1a)**

Please read the following guidelines before completing this form.

#### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in **ball point pen**.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3(a) - Parent\Guardian Consent Form will 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(a) form.

#### **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 Eircode/Postcode. No abbreviations.

#### **Role applied for**

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

#### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2.

**Organisation Address:**  
Anti-Money Laundering Compliance  
Unit,  
Department of Justice, 51 St Stephen's  
Green, Dublin 2, D02 HK52

**Your Ref:****Form NVB 1(a)**

# Vetting Invitation

## Section 1 – Personal Information

**Forename(s):**

[illegible]

**Middle Name:**

[illegible]

**Surname:**

[illegible]

Date Of Birth:

[illegible]

**Email Address:**

[illegible]

**Contact Number:**

[illegible]

**Role Being Vetted For:**

[illegible][illegible]

**Current Address:**

**Line 1:**

[illegible]

**Line 2:**

[illegible]

**Line 3:**

[illegible]

**Line 4:**

[illegible]

**Line 5:**

[illegible]

**Eircode/Postcode:**

[illegible]

## Section 2 – Additional Information

**Name Of Organisation:**

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By my signature below I confirm that I have provided documentation to validate my identity as required *and* I hereby authorise the National Vetting Bureau of An Garda Síochána to furnish to the above Organisation a statement that there is no criminal record information to disclose in respect of me in Ireland or elsewhere, or a statement of criminal record information in Ireland or elsewhere as the case may be.

### Applicant's

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**Signature:**

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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**Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.**



## Anti-Money Laundering Compliance Unit

### Privacy Notice

#### ***Introduction***

1. The data you provide in this form is collected by the Anti-Money Laundering Compliance Unit (AMLCU), a Division of the Department of Justice (DoJ). The data controller for the information you provide is the Department of Justice. The data controller's contact details are:

Anti-Money Laundering Compliance Unit (AMLCU),  
Department of Justice,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52,  
Email: [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie)

#### ***How will your personal data be used?***

2. We may use the personal data you provide in this form for the following purpose(s):
  - To make a determination on an application for authorisation under Sections 85, 88, 89 and 92 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended;
  - To forward information provided in the Form NVB1(a) to the National Vetting Bureau of An Garda Síochána for processing.
  - To contact an entity associated with this application for Garda Vetting with regard to obligations provided for in the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended
  - To report suspicions of money laundering or terrorist financing to An Garda Síochána (AGS) and the Revenue Commissioners;
  - To use information provided in applications for statistical reporting on an anonymised basis.

#### ***Legal Basis for processing your Personal Data***

3. Our legal basis for collecting and processing this data is as follows:
  - Sections 85, 88, 89 and 92 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended;

#### ***Security of Personal Data***

4. The personal data provided here will be stored securely on DoJ IT servers. It **may be shared**, where appropriate, with the following third parties:
  - An Garda Síochána
  - The Revenue Commissioners

#### ***Contact for Queries***

5. The contact for any queries in relation to this form is Anti-Money Laundering Compliance Unit, Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52, email address – [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie)

### ***How long will Personal Data be retained?***

6. This data will be retained by the Department of Justice for a period of 30 years in accordance with our retention schedule and referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

### ***How to Request a copy of your Personal Data***

7. You can request a copy of the personal data by completing a Subject Access Request (SAR) form, available:
  - at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
  - from the Department Protection Support or Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the Department of Justice Data Protection Officer (DPO) at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### ***Your Rights in relation to your Personal Data***

8. You have the right to rectify any inaccuracies in your data. To do this you should write to Anti-Money Laundering Compliance Unit, Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52, email address [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie) documenting the inaccuracies, which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
9. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. The right to erasure, restriction and/or objection is not absolute and each request will be considered on its own merits.
10. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

21 Fitzwilliam Square South

Dublin 2

D02 RD28

Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at

[http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

### ***Contact the DPO***

You can contact the Data Protection Officer for the Department of Justice by post at:

The Data Protection Officer,  
Department of Justice,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52.

or by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)