



**Equinox Education Services Ltd.**  
Carlow Gateway Business Centre  
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[rachel@equinox4study.com](mailto:rachel@equinox4study.com)

Dear Host Family,

**Guidelines for Completing the Garda On-Line Vetting Form (short version)**

Thank you for your interest in hosting an international student with us. It is our policy to have Garda vetting clearance for all our employees and host families.

Please find enclosed the following forms:

1. Form NVB1 for each member of the family aged 18 years old or older.
2. Form NVB3 for each member of the family aged 16 or 17 years of age (if applicable).
3. Consent form for each individual.

Please return the completed forms to this address:

**Rachel Hogan**  
**Equinox Education Services Ltd**  
Carlow Gateway Business Centre  
Athy Road, Carlow, R93 C7P6

We also require copies of the following support documents:

4. Proof of address for each individual, such as a utility bill or bank statement.
5. Personal Identification for each individual, such as passport or driving licence.

The support documents can be included in the envelope with the forms or alternatively they can be submitted by email to [rachel@equinox4study.com](mailto:rachel@equinox4study.com) or by WhatsApp to **083 113 5129**.

Once we receive all the documents listed above, your application will be submitted to the National Vetting Bureau. They will send you an email prompting you to complete the remainder of your application via an online form.

Please note that anyone aged over 15 years old and living full-time in the family home is required to complete this process. If you do not have enough forms, please let me know. If you do not have an email address or are not comfortable completing this process online, please contact me and I will send you the long version of the form.

If you have any questions, please do not hesitate to contact me between the hours of 10am-5pm from Monday to Friday.

Yours sincerely,

Rachel Hogan  
**Vetting Officer**  
Equinox Education Services Ltd