Guidelines for the Completion of the Garda Vetting Form
Please see below notes and guidelines that can assist when completing the Garda Vetting Form.

Completion of Application Form
Please ensure that all sections of the form are completed in its entirety before submitting it along with your employment application form.

- All sections of form must be completed in BLOCK CAPITALS
- Sections on form not applicable to applicant should be marked N/A
- Forms to be completed using a single Ball Point Pen Only
- Original forms only - no photocopies allowed
- **Please note Garda Vetting Form MUST be printed back-to-back on one sheet.**
- Writing must be clear and legible
- Incomplete or illegible forms will be returned unprocessed
- If applicant is under 18 a parent/guardian consent form must be completed. If applicant is under 16 years of age, they can not be vetted.

- **Surname & Forename(s):** Name the individual is know as
- **Previous name (if any):** Maiden name
- **Alias:** Any other name that the individual may be know as
- **Date of Birth:** Day/Month/Year format must be provided
- **Place/City of Origin:** Town or city of birth must be provided
- **Change of name:** fostering/adoption/deed poll/ marriage, including 2nd marriage etc
- **Addresses:** current address and all previous addresses must be provided stating years from birth to present day (including college term addresses, please write a note if living in two addresses eg. College address and home address)
• **Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?** The relevant box should be ticked and information entered into the section provided. All applicants are encouraged to tell the truth of any convictions that may have. All offences must be disclosed including road traffic offences, juvenile offences, suspended sentences, probation and fines. Please note that the Garda Vetting check will reveal all offences, even minor ones and convictions that happened a long time ago. Where a candidate has convictions, employment decisions will be made on an individual basis using a risk assessment based on SVP duties in law; the nature of the crime; the age of the candidate at the time of the conviction; disclosure at application stage and other relevant considerations.

• **Signature and date:** Form must contain the original signature of the applicant. The date the form is signed by applicant must be no more than 3 months old when it arrives at National Office. If applicant signs their name including a middle initial they must explain what the initial stands for e.g. John A Bloggs (John A for Andrew Bloggs)

**Correcting Errors**
Errors must be corrected using pen, in a way which ensures the detail remains legible. It is advisable that applicants put their initials beside corrections to indicate their authenticity. Tipex or correctional fluid must not be used.

**Signatures**
The form must contain the applicant’s original signature. It cannot therefore be completed by a third party on behalf of the applicant. The form must NOT be signed by a representative of the Gardai at local level. SVP National Office is the authorised body designated to submit Garda Vetting Forms and will liaise directly with the Garda Central Vetting Unit.
**Submitting the Form**

The original completed form must be returned along with your employment application form. Copies cannot be accepted.

Only fully and correctly completed forms will be submitted to the Garda Central Vetting Unit for examination. Any form that is incorrectly completed will be returned to the applicant with omissions highlighted.

**Results of the Vetting Process**

Once the vetting process has been carried out by the GCVU, the results of the vet will be forwarded to SVP National Office. National Office will then inform the Regional Administrator in your Region of an individual’s suitability / unsuitability. Details of any convictions will not be revealed.
An Garda Síochána
GARDA VETTING APPLICATION FORM

NOTE TO APPLICANT

- All sections of the Enquiry Form must be completed in full (incl. all complete addresses from date of birth to date of signing form) using BLOCK CAPITALS. Writing must be clear and legible. Please state N/A if any details are not applicable to you.
- Return the completed form to the SVP Conference member / volunteer or SVP Manager that requested you to complete it.
- Do not send this form to The Garda Central Vetting Unit or to any Garda Station.

To be completed by the Applicant

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<th>SURNAME:</th>
<th>PREVIOUS NAME (if any):</th>
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<th>FORENAME:</th>
<th>ALIAS:</th>
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<th>DATE OF BIRTH: (dd/mm/yy)</th>
<th>PLACE/CITY OF ORIGIN:</th>
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HAVE YOU EVER CHANGED YOUR NAME? Yes [ ] No [ ]

IF YES PLEASE STATE FORMER NAME:

Please state all addresses from year of birth to present date

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<tr>
<th>House No.</th>
<th>Street</th>
<th>Town</th>
<th>County</th>
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<th>Year From</th>
<th>Year To</th>
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Please include an additional signed form if more space is required for additional addresses.
Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No [ ] Yes [ ] Please provide details

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<th>OFFENCE</th>
<th>COURT OUTCOME</th>
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DECLARATION OF APPLICANT

I, the undersigned who have applied to work as a ________________ hereby authorise An Garda Síochána to furnish to Society of St. Vincent de Paul a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: ___________________________ Date: _________________

PLEASE PRINT ALSO ( )

To be completed by Society of St. Vincent de Paul only

Authorised Signatory: ___________________________ (Society of St. Vincent de Paul)

PLEASE PRINT ALSO ( )

Registration Number: _________

To be completed by the Garda Central Vetting Unit

According to Garda records there are no previous convictions recorded against the above named applicant: [ ]

OR the attached convictions appear on Garda Records: [ ]

OR the attached prosecutions are pending: [ ]

NOTE: Checks were carried out by this office based on the information supplied.

The convictions supplied may apply to the subject of your enquiry.

Please verify information disclosed with the applicant.

Signed: ___________________________ Member I/C C.V.U.