

## PROCEDURE FOR THE COMPLETION OF GARDA VETTING FORMS



*(Please use block capitals when completing your Garda Vetting Application Form)*

**Please read this leaflet carefully before completing the attached Garda Vetting application form**

**All sections of the attached form must be completed fully, correctly, and legibly**

### **Instructions:**

Complete the form using **BLOCK CAPITALS**

- 1) **Fill in your** SURNAME, PREVIOUS NAME if any (e.g. MAIDEN NAME) and full forename/s.
- 2) **Alias** - If you are known by any name other than that / those on your birth certificate including a nickname you may commonly use please insert in space provided.
- 3) **Insert your date of birth** in the format: **(dd/mm/yy)**
- 4) **Fill in your place of origin** (i.e. the town or city where you were born)
- 5) **Have you ever changed your name?** If yes, tick 'yes' box, if no tick 'no' box.  
**If yes please state former name:** Insert any previous surnames if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll etc.)
- 6) **Please state all addresses from year of birth to present date:** it is very important that your current address and **all** previous addresses, **including all addresses abroad**, are provided. You must also insert the years that you resided at these addresses year from and year to. **These will be checked and if there is any period of residence unaccounted for, the form will be returned to you.**
- 7) **Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?** If no, tick 'no' box. If yes, tick 'yes' box and then please provide details of conviction(s), i.e. Date, Court, Offence, Court Outcome.
- 8) **Declaration:** Please make certain you fill in the position you are applying for in the section marked: **"I, the undersigned have applied to work as a..."** You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. **(BLOCK CAPITALS)**
- 9) **Please state your Club, Team and Role. Do not leave this section blank**
- 10) Please forward this completed form to your relevant Garda Vetting coordinator at Club or County level.

**If the form is not completed correctly, it will be returned to you for further completion / verification.**