

An Garda Siochana

An Lárionad Reamhscrúidithe na
nGardai,
Bothar na Rascursai
Duras Eile

Co. Tiobraid Arann.

Telephone: (0504 -27300)

Fax: (0504 27373)



Garda Central Vetting Unit, Garda
Criminal Records Office
Race Course road
Thurles
Co. Tipperary

Web Site: www.garda.ie

CHECKLIST FOR THE COMPLETION OF GARDA VETTING FORMS

- Please note that the Garda Vetting covers Irish, English, Welsh, Scottish and Northern Ireland addresses only.
- Please use **BLOCK CAPITALS** when completing the Garda Vetting forms.

- 1. Surname:** Insert current surname (i.e. second or family name)
- 2. Forename:** Insert First name
- 3. Previous Surname:** Insert your previous name (i.e. name before marriage or previous name if you have ever changed your name)
- 4. Have you ever changed you name:** Please tick as appropriate.
If yes please state former first names and/or surnames
- 5. Alias:** If you are known by any name other than the name on your Birth Certificate, please insert.
- 6. Date of Birth:** Insert Date of Birth
- 7. Place of Birth:** Insert place of Birth (i.e. Town/City and Country)
- 8. P.P.S. Number:** Please enter this number (formerly known as R.S.I. Number)
- 9. Previous Addresses:** **Please state all address from your birth date** that you have previously resided at. Please ensure that this includes addresses from the U.K. and Northern Ireland.
- 10. Conviction Details:** Have you ever been convicted of an offence in the Republic of Ireland or elsewhere? Please tick the appropriate box and if yes give details.

11. Declaration:

- Please make sure that the position applied for is filled in, in the section that says "I the undersigned who have applied to work as....." The Applicant must read the Declaration carefully, sign and date it. The name should be printed in **BLOCK CAPITALS** underneath the signature.
- By signing this declaration you are giving permission to An Garda Siochana to release your personal information directly to the Authorised Signatory, who is authorised to receive it on behalf of the employer.
- Any decision made, based on this information, concerning your employment/placement is completely a matter for the employer.
- Garda vetting forms should be returned directly to the Human Resource Department of the employer and **not** to the Garda Vetting Unit or any other Garda Station.
- The Garda Vetting Unit will not enter into correspondence with individual applicants in respect of Vetting Applications.
- All Queries concerning applications should be directed to the Human Resource Department of the Employer.

12. Authorised Signatory:

- The Authorised Signatory must be registered with the Garda Central Vetting Unit and must sign the form personally.
- The Authorised Signatory must ensure that all biographical details of the applicant are correct
- The letterhead logo must be superimposed with the return address of the authorised signatory on the top of the enquiry form
- All applications should be accompanied by a stamped addressed envelope from the Authorised Signatory.
- Results of vetting will be returned directly to the Authorised Signatory who signed the form and to **NO OTHER PERSON.**
- The Garda Central Vetting Unit will **not** enter into any correspondence concerning an individual vetting application with any person other than the Authorised Signatory from whom it was received.

NOTE

It is not possible to commence the vetting process until all of the details required at 1 - 12 are correctly entered on the form and all parties should be mindful of this before submitting forms for processing.