

<b>GARDA VETTING FORM</b>
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Notes for the applicant when filling the form

1. Please write details clearly and legibly
2. Any box that is not applicable please mark with N/A
3. When filling in your addresses – please write it clearly and in order with no gaps in years. For e.g. – 1986-~~1987~~, 1987-2013
4. On reverse of form make sure you mark the section regarding convictions (if it is not marked it will be returned by the Vetting Unit).
5. In the declaration section state what position you are filling in the school and print your name under your signature. **This field is now mandatory.**
6. Line Manager/Contact Person is usually the Principal of the School, it is important that name of school is filled in by the Line Manager/Contact person in order for the form to go back to the correct school.
7. Authorized Signature is the person who sends your form to the Garda Vetting Unit on behalf of the Diocese, it is not the School Principal, Chairperson of the BOM, Line Manager or Contact Person.
- ✂ ✂ 8. A new Garda Vetting Form is in use since 11<sup>th</sup> July 2014 – the old form is now longer accepted by the Garda Vetting Unit.

Feel free to copy the new form and keep on file for future reference.

**Please return all completed forms to:**

Fr Michael McKeever,

Diocesan Secretary, Ard Adhamhnain, Letterkenny, Co Donegal



An Garda Síochána Use Only  
Reference No.:

**An Garda Síochána**  
**GARDA VETTING APPLICATION FORM**

**NOTE TO APPLICANT**

- *The Application Form must be completed in full using **BLOCK CAPITALS** (Please state N/A if details are not applicable)*
- *Writing must be clear and legible*
- *Return the completed form to Diocese of Raphoe, Ard Adhamhnain, Letterkenny, Co Donegal*
- *Do not send this form to The Garda Central Vetting Unit or to any Garda Station*

*To be completed by the Applicant*

SURNAME:	PREVIOUS NAME (if any):
FORENAME:	ALIAS:
DATE OF BIRTH:(dd/mm/yy)	PLACE/CITY OF ORIGIN:
HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES PLEASE STATE FORMER NAME:	

**Please state all addresses from year of birth to present date**

House No.	Street	Town	County	Post Code	Country	Year From	Year To

**Please Continue Overleaf**

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No  Yes  Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned, who have applied for a position as a \* \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to **Diocese of Raphoe**, a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 ( )

\* this field is mandatory

To be completed by **School**

Line Manager/Contact Person: \_\_\_\_\_ Location: \_\_\_\_\_  
 PLEASE PRINT ALSO ( )

To be completed by **Diocese of Raphoe**

Authorised Signatory: \_\_\_\_\_ (Diocese of Raphoe)  
 PLEASE PRINT ALSO ( )

Authorised Signatory Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by the Garda Central Vetting Unit

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

No convictions

Convictions

Prosecutions are pending

**NOTE** : Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

G.C.V.U.