



CANDIDATE'S PROCEDURE FOR THE COMPLETION OF GARDA VETTING FORMS

***PLEASE READ THIS LEAFLET CAREFULLY BEFORE COMPLETING
YOUR GARDA VETTING FORM***

PLEASE USE BLOCK CAPITALS WHEN COMPLETING YOUR GARDA VETTING FORM.

It is imperative that you complete the attached Garda vetting Form fully and correctly. Failure to do so will result in a delay in the processing of your application. N.B. Forms stamped by your Local Garda Station or forms forwarded by candidates personally to Garda Headquarters WILL NOT BE ACCEPTED. Please note: Correction fluid must not be used on any part of the application form.

1. Surname: Insert your current surname
2. Previous name: Insert your previous name here i.e. maiden name (if applicable)
3. Forename: Insert your forename / Christian name
4. Alias: If you are known by any name other than that / those on your birth certificate please insert here.
5. Date of birth: Insert your date of birth (dd/mm/yy)
6. Place of birth: Insert the name of the city or town that you were born in (e.g. Cork City)
7. 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.)
8. 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 time unaccounted for, the form will be returned to you. Please insert "Not Applicable" (N/A) in sections not relevant, do not leave blank or insert strokes/dashes.
9. 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. A statement should be provided here of all prosecutions, successful or not, pending or completed, in the State or elsewhere. This includes court outcomes such as non-conviction, probation, Taken into Consideration, suspended sentence.

10. Declaration: Please make certain you fill in the position you are applying for in the section marked: "I, the undersigned have applied to work/volunteer 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)

If a section of the form is not applicable to the candidate the candidate should enter 'N/A' or 'Not Applicable'.

The section below the line will be completed by the Authorised Signature and forwarded to the Central Garda Vetting unit in Thurles.

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 (*Angling Council of Ireland*) 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: _____
 (_____)

To be completed by (Angling Council of Ireland) only

Authorised Signatory: _____ (*Angling Council of Ireland*)
 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.