GUIDANCE FOR THE COMPLETION OF GARDA VETTING FORMS 2014



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

Read the guidance note carefully before completing your GAA 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 changed your name because of marriage or 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). Failure to complete this section will result in the non-processing of your application
- 9) Please state your Club, Team and Role. Do not leave this section blank
- 10) Return the completed form to your Club, County or Provincial Vetting Coordinator who will forward it to the GAA in Croke Park Do NOT send this form to The Garda Central Vetting Unit or to any Garda Station