



## PROCEDURE FOR THE COMPLETION OF GAA VETTING - GARDA VETTING FORMS

Please read this leaflet carefully before completing the attached Garda Vetting application form. It is imperative that you complete all sections of the form fully, correctly, and legibly. Please use block capitals when completing the form.

### THE GARDA VETTING FORM MUST BE PRINTED/COPIED AS A DOUBLE-SIDED DOCUMENT (ONE PAGE ONLY)

- 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)**
- 10) State the name of your club, what team you assist and the role you fulfill with the team in the box provided for this information

Please place the completed and signed form in an envelope and return it to your Club Children's Officer or other nominated official. All forms will be processed by the GAA through the Garda Central Vetting Unit and the National Children's Office in Croke Park will, in due course, inform you as to the outcome of your vetting application.

**If the form is not completed correctly, it will be returned to you to be accurately completed and this will delay the vetting process**



## GARDA VETTING PARENT/GUARDIAN CONSENT FORM

I \_\_\_\_\_

Of \_\_\_\_\_

\_\_\_\_\_  
(Address)

Being the \_\_\_\_\_  
Father/Mother/Guardian

Of \_\_\_\_\_  
Name of Applicant for Garda Vetting

Date of Birth \_\_\_\_\_

do hereby consent for An Garda Síochána to conduct Garda Vetting in respect of the above named and to furnish to the registered organisation for Garda Vetting as indicated in the attached Garda Vetting application form a statement that there are no convictions recorded against him/her 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.

Signed \_\_\_\_\_  
( \_\_\_\_\_ )

Date \_\_\_\_\_



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 GAA 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: \_\_\_\_\_  
( )

CLUB: \_\_\_\_\_ TEAM: \_\_\_\_\_ ROLE: \_\_\_\_\_

*To be completed by GAA Offices only*

Authorised Signatory: \_\_\_\_\_ (GAA)  
PLEASE PRINT ALSO ( )

Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

*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.