

## Guidelines for Applicants Completing a Garda Vetting Application Form

The Garda Central Vetting Unit (GCVU) request that all Garda Vetting Application Forms are completed using the following guidelines:

- Garda Vetting Application Forms must be completed using a black ball point pen.
- Use BLOCK CAPITALS – writing must be legible.
- Submit the original form only – no photocopies of the application form will be accepted.
- All sections of the form are to be completed. Where information is not required or not applicable, N/A should be applied.

Field Name	Description
Surname	Current surname of the applicant
Previous name	Surname name prior to change of surname name, where appropriate, e.g., maiden name.
Forename	First name and subsequent names, if applicable. In circumstances where the applicant uses an initial in their forename, the initial must be given in full e.g., P.J. as Patrick John
Alias	Any other name you are known e.g., Patrick as Pat
Date of Birth	Date / Month /Year
Place/city of origin	Insert the location in which you resided following your birth. This does not refer to the location of the hospital where you were born.
Have you ever changed your name?	Applicable if application falls into any of the following categories: Fostered/ Adopted/ Deed Pool/ Marriage
Please state all address from year of birth to current year	Please provide your current address and all previous addresses, including all addresses abroad. Full addresses must be provided, do not use abbreviations. You must insert the consecutive years that you resided at these addresses to finish with current year e.g., 2014. These will be checked and if there is any time unaccounted for, the form will be returned to the applicant to be amended. You must enter house numbers for all your addresses and indicate N/A if there is no house number is applicable.
Convictions/offences	If there are not conviction held, please tick 'no' box. If yes, tick 'yes' box. If "yes" details of all convictions must be provided i.e. Date, Court, Offence, and Court outcome.
Declaration of Applicant	Please ensure that 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 your signature.

### Correcting errors

Errors must be corrected in pen, in such a way which ensures the detail remains legible. It is advisable that applicants put their initials beside any corrections to indicate their authenticity. Tippex or correctional fluid should not be used.