

INFORMATION AND GUIDANCE FOR COMPLETING GARDA VETTING APPLICATION FORM

The Garda Central Vetting Unit is the single point of contact within An Garda Siochana for conducting the vetting of individuals. The process takes between 4 to 6 weeks but can take longer if the Garda vetting application form is incomplete and has to be returned to the applicant. The vetting process is outside the control of the Central Bank of Ireland ('the Central Bank').

PLEASE ENSURE THE FORM IS COMPLETED IN **BLACK and BLOCK CAPITALS** SO THAT EVERY WORD IS LEGIBLE, OTHERWISE THE GARDA CENTRAL VETTING UNIT WILL RETURN THE APPLICATION FORM UNPROCESSED.

N.B. THE DOUBLE SIDED FORM MUST BE COMPLETED. A PHOTOCOPY ON TWO SEPARATE PAGES WILL NOT BE ACCEPTED

- 1 PREVIOUS NAME: Refers to maiden name. Insert n/a if this is not applicable
- 2 ALIAS: e.g named Sean at birth but called John
- 3 PLACE/CITY OF ORIGIN: Place of birth
- 4 HAVE YOU EVER CHANGED YOUR NAME? This could refer to change of name on a second marriage, on adoption or by deed poll. Insert n/a if this is not applicable.
- 5 ADDRESSES FROM YEAR OF BIRTH TO PRESENT DATE: Do not leave any gaps and ensure dates are in chronological order when completing the address list. Insert 'present' or 'current year' in final box. Any time spent abroad should be included, giving as much detail as possible. Where information is not available an explanation must be provided on a separate page. **This must be signed by the applicant.** An additional typed list of addresses may also be included. **This must also be signed by the applicant**

- 6 HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE IN THE REPUBLIC OF IRELAND OR ELSEWHERE? – This box must be ticked. If the ‘yes’ box is ticked, details must be provided e.g. traffic offences etc. Processing of the form by the Garda Central Vetting Unit will be delayed if relevant information is omitted
- 7 DECLARATION OF APPLICANT; The form must be signed and the name of the signatory in block capitals should be provided under the signature (in brackets)

PLEASE RETURN COMPLETED FORM TO THE CENTRAL BANK AT THE FOLLOWING ADDRESS AS SOON AS POSSIBLE. FAO: Fitness & Probity Team, Regulatory Transactions Division, Iveagh Court, Harcourt Road, Dublin

N.B. PLEASE ENSURE THAT NO BOX HAS BEEN LEFT BLANK. N/A SHOULD BE INSERTED. ALL INFORMATION PROVIDED SHOULD BE CONSISTENT WITH THAT DETAILED IN YOUR INDIVIDUAL QUESTIONNAIRE.

PLEASE NOTE THAT THE FORM SHOULD BE COMPLETED AT THE TIME OF SUBMITTING THE FITNESS AND PROBITY ON-LINE INDIVIDUAL APPLICATION IN RESPECT OF A SOLE TRADER OR A SINGLE DIRECTOR IN A PRIVATE COMPANY LIMITED BY SHARES.

IN THIS CONTEXT, APPLICANTS SHOULD ATTACH A COVER NOTE TO THE COMPLETED FORM THAT SETS OUT THE UNIQUE REFERENCE NUMBER OF THE ON-LINE SUBMISSION TO ENSURE THAT THE ON-LINE SUBMISSION AND THE POSTED GARDA VETTING FORM CAN BE “MATCHED” UPON RECEIPT WITHIN THE REGULATORY TRANSACTIONS DIVISION.