

Guidelines for Completing Garda Vetting Form

Please Read Carefully before Completing Form

IMPORTANT

THIS VETTING FORM IS FOR THE PURPOSE OF APPLYING FOR A PRIVATE SECURITY SERVICES LICENCE ONLY. THE AUTHORITY DOES NOT VET PEOPLE FOR ANY OTHER PURPOSE.

THIS FORM SHOULD NOT BE USED FOR ANY OTHER PURPOSE

When completing the Garda Vetting Form it is important that you follow these guidelines:

- You should ensure that you use the correct vetting form. **Form GVA** is required for applications for a first licence.
- The form must be completed in full using **BLOCK CAPITALS** and be clear and legible
- Your **Place/City of Origin** must be completed.
- You must include **all** your addresses on the form from your **date of birth** to your present address.
- **All addresses** must be completed in full including postcodes. No abbreviations.
- You must show **all** foreign addresses. This includes Irish Nationals who have resided abroad for over 6 months. **Foreign Nationals** must state all addresses from date of birth to the time they came to Ireland followed by all addresses from the time the person came to Ireland to the present date.
- The **year from** and **year to** sections must be **fully** completed for each address regardless of the number of previous addresses.
- When correctly completed the Vetting Form **should not** contain any gaps in your address history from date of birth to the present date.
- The **Question** "*Have you ever being convicted of an offence in the Republic of Ireland or elsewhere?*" **must** be answered.

All offences must be disclosed including Road Traffic Offences, Juvenile offences, suspended sentences and fines. Failure to disclose an offence on the vetting form may result in the refusal of your application.

- The **Declaration** on page 2 **must** be completed by signing your signature in the required place.

The Completed Form should be returned to the Private Security Authority.

The Licensing Division of the Authority can be contacted at licensing@psa.gov.ie

FORM GVA

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 Private Security Services Licence** hereby authorise An Garda Síochána to furnish to **the Private Security Authority** 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: _____
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FOR OFFICIAL (PSA) USE:

Authorised Signatory: _____
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.