

# 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:

- 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 with your application.** The form should not be sent to the Garda Vetting Unit or to any Garda Station.

**APPLICATIONS WHICH DO NOT INCLUDE A GARDA VETTING FORM WILL BE REJECTED.**

The Licensing Division of the Authority can be contacted at [licensing@psa.gov.ie](mailto:licensing@psa.gov.ie)



An Garda Síochána Use Only  
Reference No.:

An Garda Síochána  
GARDA VETTING APPLICATION FORM

NOTE TO APPLICANT

- > The Application Form must be completed in full using **BLOCK CAPITALS** (Please state N/A if details are not applicable)
- > Writing must be clear and legible
- > Return the completed form to Private Security Authority, Davis Street, Tipperary Town, Tipperary.
- > Do not send this form to The Garda Central Vetting Unit or to any Garda Station

To be completed by the Applicant

<b>SURNAME:</b>	<b>PREVIOUS NAME (if any):</b>
<b>FORENAME:</b>	<b>ALIAS:</b>
<b>DATE OF BIRTH:</b> (dd/mm/yy)	<b>PLACE/CITY OF ORIGIN:</b>
<b>HAVE YOU EVER CHANGED YOUR NAME?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>IF YES PLEASE STATE FORMER NAME:</b>	

**Please state all addresses from year of birth to present date**

House No.	Street	Town	County	Post Code	Country	Year From	Year To

Please Continue Overleaf

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 **Private Security Authority** a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 ( )

**To be completed by Private Security Authority**

Line Manager/Contact Person: \_\_\_\_\_ Location: \_\_\_\_\_  
 PLEASE PRINT ALSO ( )

Authorised Signatory: \_\_\_\_\_ ( *Private Security Authority* )  
 PLEASE PRINT ALSO ( )

Authorised Signatory Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Garda Central Vetting Unit**

Checks were carried out by this office in accordance with current Garda Vetting policy and based on the information supplied in this application form. The results are as indicated below:

No convictions

Convictions

Prosecutions are pending

**NOTE** : Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

G.C.V.U.