









About: Completing The Garda Vetting Form

Completing the Form

-  The form must be completed in full using **BLOCK CAPITALS**.
-  The form must be completed in pen.
-  Writing must be clear and legible.
-  All sections must be completed. If a section of the form is not applicable to the applicant, indicate by writing **N/A**.
-  Remember to include your signature and the date signed
-  Each applicant for Garda Vetting must complete an NAYD Garda Vetting Cover Sheet to help us keep track of your applications.

The Form Explained

Surname:

Insert your current surname

Previous name:

Insert previous name(s) here (e.g. maiden name, changes by deed poll)

Forename:

Insert your Forename / Christian name as it appears on your birth certificate. Avoid using initials provide the full name instead.

Alias:

Insert any name by which you are known other than that/those on your birth certificate (e.g. your name shortened, a used nickname)

Date of birth:

Insert your date of birth (dd/mm/yyyy)

Place of birth:

Insert the name of the city or town that you were born in (e.g. Cork City).

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 name(s) if applicable (e.g. maiden names or that you have changed your name by deed poll etc.)

Please State all addresses from year of birth to present date:

A correctly completed Garda Vetting Form should not contain any gaps in your address history from date of birth to the current date. If the completed form does contain gaps, it will be returned to you. You should include any addresses including international addresses that you were resident at for six months or more.

House No.	Insert House names/numbers. Where there is no house number, indicate by writing N/A.
Street	Insert Street Name
Town	Insert city, town or village
County	Insert County
Post Code	Insert postcode where applicable otherwise write N/A
Country	Insert country. You must show all foreign addresses. This includes Irish Nationals who have resided abroad for over 3 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.
Year From/Year To:	Insert years you resided at address. Use "Present" or "To Date" under the heading "Year To" to indicate your present address. Every year from date of birth to the present date must be accounted for.

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. A statement should be provided here of all prosecutions, successful or not, pending or completed, in the State or elsewhere. This includes court outcomes such non-conviction probation, Taken into Consideration, suspended sentence. **All** offences must be disclosed including Road Traffic Offences, Juvenile offences, suspended sentences and fines.

Declaration of Applicant:

Insert the **position** for which you are applying for Garda Vetting e.g. Drama Facilitator, Youth Theatre leader.

Insert your signature. The form must contain your original signature. It cannot be completed on your behalf by a third party. You need to sign in the exact name that you provided when you filled in the first section of the form.

Insert the **date** on which the application form was signed.

Insert **your name in BLOCK CAPITALS** beneath your signature.

To be completed by the National Association for Youth Drama:

This section will be completed by NAYD's Authorised Signatory on return of a correctly completed form.

To be completed by the Garda Vetting Unit

This section will be completed by the Garda Vetting Unit

What if I make a mistake?

Errors must be corrected using pen, in a way that ensures the detail remains legible. It is advisable that applicants put their initials beside corrections to indicate their authenticity. Tippex or correctional fluid must not be used. If a new form is needed please ask the Designated Welfare person to contact info@nayd.ie or phone 01-8781301.

Submitting the Form

The original completed form must be given to the Designated Person for garda vetting in your youth theatre. If the information is insufficient or incomplete, the form will be returned to the Designated Person, with omissions/mistakes highlighted. Please note this can significantly delay an application. Only fully and correctly completed forms will be submitted to the Garda Central Vetting Unit (GCVU) for examination.

Results of the Vetting Process

Once the vetting process has been carried out by the GCVU, the Designated Person for the youth theatre will be informed of the results.