

## Appendix 4

### Guidelines for Applicants filling in Garda Vetting Application forms

Page | 11

BLOCK CAPITALS must be used when completing the form. It is imperative that you complete the Garda Vetting Application form fully and correctly.

Please note that forms will not be processed if they are illegible or if any information is incomplete.

Field name	Instructions
Surname	Insert your current surname.
Previous name	Insert your previous surname i.e. if you are married and changed your name, insert your maiden name. If this is not applicable to you, insert N/A.
Forename	Insert your first name here. This must be the same as that/those on your birth certificate.
Alias	If you are known by any other name than that/those on your birth certificate insert here i.e. Anthony but known as Tony, insert Tony. If this is not applicable to you, insert N/A.
Date of Birth	Insert your date of birth here - dd/mm/yyyy.
Place/City of Origin	Insert the area 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?	If yes tick 'yes', if no tick 'no'.
If yes please state former name	Insert any previous surnames if applicable i.e. in the event that you were married on more than one occasion or have changed your name by deed poll.
Please state all address from year of birth to present	You must provide your current address and all previous addresses, including all addresses abroad. Full addresses must be provided, do not use abbreviations. You must also insert the consecutive years that you resided at these addresses. These will be checked and if there is any time unaccounted for, the form will be returned. You must enter house numbers for all your addresses, if there is no house number, insert N/A in the space for house number.
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. If "yes" details of all such convictions <b>must be provided</b> i.e. Date, Court, Offence, Court Outcome.
Declaration	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 must not be used.

