

## PROCEDURE FOR THE COMPLETION OF GARDA VETTING FORMS

Please Read This Leaflet Carefully Before Completing Your Garda Vetting Form

**Garda Vetting form must be printed/copied as a  
Double Sided Document (Front & Back of One Page Only)**

It is imperative that you complete the attached Garda Vetting Form fully and correctly. **Failure to do so will result in a delay of your appointment.**

Completed forms should be **returned to TTM Recruitment, Ballymaley Business Park, Ennis, Co. Clare** with a cheque or postal order for **€15.00** payable to **TTM Recruitment**. Forms stamped by your Local Garda Station or forms forwarded by candidates personally to the Garda Vetting Unit or RMA **WILL NOT BE ACCEPTED.**

Please complete this form using a BLUE pen - BLOCK CAPITALS AND BE LEGIBLE on completion.

If a section is not applicable please write “not applicable” (n/a) in the relevant section, do not leave blank or insert strokes/dashes.

Please note that this vetting will only cover Irish and Northern Ireland addresses. If you have resided in any other countries, for a period of 6 months or more, it will be mandatory for you to furnish us with a Police Clearance Cert from those countries stating that you have no convictions recorded against you while residing at the overseas addresses.

Details	
<b>Surname</b>	Insert your current surname
<b>Previous name</b>	Insert your previous name here (i.e maiden name – if applicable)
<b>Forename</b>	Insert your forename / Christian name
<b>Alias</b>	If you are known by any name other than that/those on your certificate please insert here
<b>PPS No (formerly RSI number)</b>	As of November 1 <sup>st</sup> , 2009 this is no longer required
<b>Date of Birth</b>	Insert your date of birth (dd/mm/yy)

<b>Place of Birth</b>	Insert the name of the city or town that you were born in (e.g. Cork City)
<b>Have you ever changed your name?</b>	If yes, tick 'yes' box, if no tick 'no' box. <b>If yes please state former name:</b> Insert any previous surnames if applicable (e.g. in the event that you were married on more than one occasion or that you have changed your name by deed poll, etc.)
<b>Please state all addresses from year of birth to present date:</b>	It is very important that your current address and <b>all</b> previous addresses, <b>including all addresses abroad</b> , are provided. <b>Please do not leave any Gaps of years in the application.</b> You must also insert the years that you resided at these addresses year from and year to. These will be checked and if there is any time unaccounted for, the form will be returned to you. <b>Please put house numbers on address where applicable.</b>
<b>Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?</b>	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.
<b>Declaration</b>	Please make certain you fill in the position you are applying for in the section marked: " <b><i>I, the undersigned have applied to work as a .....</i></b> " You must read this declaration carefully, sign and date it, and also print your name in block capitals underneath the signature. ( <b><u>BLOCK CAPITALS</u></b> )

Please be aware that any information returned by the Garda Central Vetting Unit to TTM Recruitment as a result of this request for Garda Vetting may be shared with perspective employers.

If the form is not completed correctly, it may be returned to you for further completion/verification. Please note this could **significantly slow** your appointment / garda vetting process

