

**MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD**  
**Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma**

**Guidelines on completing Garda Vetting Application Form**

**Please read the following before completing the Garda Vetting Application Form.**

**Please ensure that you complete the Garda Vetting Application form in full. Incomplete forms will be returned and will delay the vetting process. Please use ballpoint pen only.**

**All sections must be completed. Do not leave any section blank.**

If a section does not apply to you, you must enter N/A (not applicable). For example, under Alias, if you do not have an alias, you must write N/A against this.

**PREVIOUS NAME:** Maiden name, foster name, adopted name, deed poll, marriage, including 2<sup>nd</sup> marriage, etc.

**ALIAS:** Any other name that you may be known as, for example, John but known as Sean.

**DATE OF BIRTH:** DD/MM/YY, for example 31/07/63

**PLACE/ CITY OF ORIGIN:** Area/Town/City and Country where you are originally from (Not place/hospital in which you were born).

**HAVE YOU EVER CHANGED YOUR NAME:** Please ensure that you tick either Yes or No. If Yes, please enter former name(s). For example, foster name, adopted name, deed poll, marriage, including 2<sup>nd</sup> marriage, etc.

**ADDRESS:**  
**From Year of Birth:** Please enter in full your present and all previous addresses at which you have lived, starting with the earliest and finishing with your current address. There must be no gaps in the years whatsoever. If you have lived outside o Ireland you must include all foreign addresses.

**HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE:** Please ensure that you tick either Yes or No as appropriate. If yes, please enter relevant details.

**SIGNATURE OF APPLICANT:** Please ensure that you sign and date the Section 'Declaration of Applicant'.

**Please place completed Garda Vetting Form in envelope marked Private and Confidential, and return to the Centre Director/Co-ordinator/Principal**

The completed Garda Vetting Form will be tested with total confidentiality and will be processed solely by Ms. Mary McEllin, Administrative Officer who is the Mayo, Sligo and Leitrim Education and Training Board Authorised Signatory for the Garda Vetting Unit. All data received for the Garda Central Vetting Unit will be managed and protected within the statutory provisions of the Data Protection Act and any other legislation that may be enacted in respect of Data Protection or Garda Vetting.

