**Garda Vetting Step by Step Guide**

**STEP 1**

Applicant prints off AFL/GV (Application Form for Leaders - Garda Vetting) from PCI website [www.presbyterianieland.org/takingcare](http://www.presbyterianieland.org/takingcare)

**STEP 2**

* Applicant manually completes the AFLGV and takes it to their Designated Person or Minister together with proof of identity and proof of current address.
* The form must be completed in full using BLOCK CAPITALS and writing must be clear and legible.
* If the applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be required. Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant must provide their Parent/Guardian Email address on this form.

**STEP 3**

* The D.P./Minister validates proof of identity, photocopies the documents and attaches them to the AFLGV form.
* References should also be sent for using the reference request form (12.04)
* An interview should be arranged (a list of possible questions for interview can be found on the website)
* The form must be signed on behalf of Kirk Session to state that there is no known reason why the applicant is unsuitable for the position.

**STEP 4**

The D.P./Minister sends the completed form to the Taking Care Office at Assembly Buildings.

**STEP 5**

The applicant receives an email from [vetting@Garda.ie](mailto:vetting@Garda.ie) requesting them to complete the E-vetting application form online. The email will contain a link to the online form.

The email informs the applicant:

* The name of the organisation looking for him/her to be vetted
* The unique tracking number he/she will use throughout the process
* All the information required to complete the form
* The link he/she can go to if he/she has any questions about the process
* That they have 30 days to complete the form

**STEP 6**

The applicant clicks on the link to complete the online form.

* The form will be pre-populated with the information supplied on the AFL and will not allow any changes to that section.
* Many of the fields will be compulsory so the form cannot be completed if there are gaps in the information required.
* There are Help buttons and drop down menus to guide the applicant through the process.
* The applicant should print a copy of the form for their own records (in case they need to fill in another form for a different organisation).
* Press Finish and submit the form.

**The applicant has 30 days to complete the online form. If the form is not completed within 30 days of the applicant receiving the email, the process will need to begin again.**

**STEP 7**

The applicant will receive an email to state that their application was received and they will be given a unique I.D. number.

**STEP 8**

If appointed, a letter will be sent to the Designated Person in the congregation. If there is information on the persons’ criminal record history, these will be discussed confidentially with the Minister and disclosure panel in order to make an appointment decision.