

Print off AFL/GV (Application Form for Leaders – Garda Vetting) from the PCI website:

[www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)

18 years old or over

16 or 17 years old

Complete **all** of Page 1 and half of Page 2 using **BLOCK CAPITALS**. Writing must be clear and legible

Parent/Guardian to complete Consent Form (NVB 3) and attach it to the AFL/GV. Since electronic correspondence must be sent to the Parent/Guardian - the applicant must provide their Parent's/Guardian's email address on their form

Take the completed form to your Designated Person, Minister or other recommended person, together with proof of identity and proof of current address

Once ID has been validated and the rest of the form completed – it is then forwarded to the Taking Care Office for processing.

You will receive an email from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie) requesting that you complete the E-vetting application form online, (the email will contain a link to the online form, along with a tracking number).

Once the email is sent, **you have 30 days to complete the online form**.

If it is not completed within 30 days of receiving the email, the process will need to begin again, so make sure to check your 'Junk Email' box in case it goes there.

Complete and submit the online application form

An email will be sent by the National Vetting Bureau stating your application's I.D. reference and advising that they have received your application. Another email will be sent once the vet has been completed

## Guidelines for completing Garda Vetting Application Form for Leaders

Please read the following guidelines before completing this form.

### Miscellaneous

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be *clear and legible*.
- The Form should be completed in *ball point pen*.
- Photocopies will **not** be accepted.
- **All** applicants will be required to provide documents to validate their identity.
- 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.

### Personal Details

- Insert details for each field, allowing one block letter per box.
- For Date of Birth field, allow one digit per box.
- Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields should be completed **in full**, including Eircode/Postcode. No abbreviations.

### Role Being Vetted For

- The role being applied for must be **clearly stated**.
- Generic terms such as "*Volunteer*" will not suffice.

### Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by:

- signing the application form at the bottom of Page 1
- ***and*** - ticking the box ***'Please Tick'***